

~~CONFIDENTIAL~~

OGC Has Reviewed

FINANCE DIVISION NOTICES

25X1A

DOC	1	REV DATE	04/06/60	BY	01891C
ORIG COMP	28	OPI	38	TYPE	20
ORIG CLASS	A	PAGES	3	REV CLASS	C
JUST	2	NEXT REV	2-0-0	AUTH	MM 1942

1. ~~Finance Division Issuances~~ CFD Notices-Review of Existing N&P
2. ~~Recission of Certain Notices Issued Prior to 19 Nov 1956~~
3. FD N #887, entitled "Per Diem - Travel Between US & Foreign Localities"
4. Shipment of Automobile Via Foreign Vessel
5. Establishing Due Dates for Advances of Confidential Funds
6. General Ledger Account 125.0 - Foreign Monies on Hand
7. Policy Applicable to Payment of Post Differentials to Employees TDY and on Detail to Another Post
8. ~~Transfer to Headquarters of Advances to Individuals by Class "A" Stations~~ *Rescinded*
9. Dissemination of Policy, Legal and Procedural Interpretations and Decisions to Class "A" Stations
10. Medical Benefits for Dependents
11. Parking Fees
12. ~~Appoint of Acting Chief, Accounts Branch~~ *Rescinded*
13. Use of [REDACTED] Indicator
14. Definition of Baggage (Revised 16 May 1957)
15. ~~Identification of Finance Division Operating Procedures~~ *Rescinded*
16. ~~NEA Regional Finance and Certifying Office~~ *Rescinded*
17. Recording of 1955 Expenditures
18. Organization and Functions - Finance Division
19. Policy Applicable to Certification for Payment of Claims for the Transfer Portion of the Home Service Transfer Allowance for Husband and Wife who are Both Staff Employees
20. ~~Assignment of Personnel, Deputy Chief, Accts Br.~~ *Rescinded*
21. Non-reimbursement for Fees and Tips for Handling Baggage
22. ~~Personnel Assignments~~ *Rescinded*
23. Separation Allowances
24. Home Service Transfer Allowance - Temporary Lodging Portion
25. Home Leave Travel and Transportation Expenses
26. Preparation of Dispatches to be Released by the Office of Communications
27. Military Details' Baggage Allowances Authorized under Letters of Authorization
28. Home Service Transfer Allowance
29. Use of Unaccompanied Baggage Authorization
30. Revised [REDACTED] dated 18 Oct 1957 [REDACTED] dated 11 Oct 1957
31. ~~Personnel Assignments~~
32. ~~Personnel Assignment~~
33. ~~Personnel Assignment~~
34. ~~Personnel Assignment~~
35. ~~Personnel Assignment~~
36. ~~Personnel Assignment~~ *Rescinded*
37. Rescission of Certain Notices Issued Prior to 19 Nov 1956

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38. Additional Stations Designated as "Class A" Stations for Financial Accounting and Reporting Purposes.
39. Emphasis of Certain Monetary Branch Responsibilities
40. Post Office Boxes
41. Preparation of Correspondence and Route Slips
42. Compromise of Pseudonyms
43. Preparation of Unemployment Compensation Claims (Forms ES-931)
44. Designation of Finance Division Authorized Classifiers
45. Definition, Vital Document
46. Preparation of Dispatches
47. Collection of Salary, Allowance, Differential, etc., Overpayments
48. Minutes of Deputy Director (Support) Staff Meeting, 22 August 1956.
49. Building Evacuation Personnel
50. Post Differential [REDACTED] 25X1A
51. Duty Officers
52. Procedure for Handling Spoiled or Voided Checks
53. Travel and Operational Advances
54. Additional Stations Designated as "Class A" Stations for Financial Accounting and Reporting Purposes.
55. Official Entertainment Expenses of Deputy Directors and their Assistants (not Assistant Directors, CIA)
56. Memorandum for the Record.
57. Recording of Refunds of Operational Advances
58. Per Diem Allowance during Headquarters Debriefing Period for Employees Returning from Overseas for Home Leave and PCS transfer to Washington.
59. Accounting for Funds Furnished Agents Penetrating Denied Areas.
60. Submission of Approvals by DD/S, DCI, or DDCI
61. Waiver of Accounting Regulations by a Contract Approved by a Special Contracting Officer 25X1A
62. Delegation of Authority 25X1A
63. Advance of Funds for Travel
64. Interpretation [REDACTED] Regarding Transportation of Unaccompanied Baggage 25X1A
65. Accounting for Confidential Funds
66. [REDACTED] Storage of Household Effects and Travel for Education of Dependents
67. Delegations of Authority
68. [REDACTED] - Appointment of Approving Officers
69. Advance Limitation - *Current one missing + 11 Aug 59)*
70. Book Dispatch
71. Personnel Assignments
72. Personnel Assignment
73. Allotment and Cost Center System - Financial Code Symbols for FY 1960
74. **Delegation of Authority**
78. Application of Proceeds from Sale of Government Owned Property Other Than automotive Equipment
76. Designation of Contracting Officers
77. Determination of Circumstances of Resignations for Purposes of Establishing Entitlement to Travel Payments and Allowances
79. Personnel Assignments
80. *Not Here*
81. Property Procurement = Fiscal Year 1961 Confidential Funds Expenditures
82. *Not Here*
83. Designation of Contracting Officers
84. Assignment to Key Positions

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85. Correspondence with Elements of [REDACTED] Station 25X1A
86. Office of General Counsel, Requests for Opinions
87. Financial Coding Guide - Confidential Funds Accounts
88. Object Classification of Transportation Charges Included in Vendor's Invoices
89. ~~Activation and Deactivation of Class "A" Installations~~ *Revised*
90. JMWAVE - Class A Station
- 25X1A 91. Relocation of [REDACTED] Station Financial Records
92. Establishment of Budget and Fiscal Office, Task Force W
93. *Not Here*
94. Assignment to Key Position 25X1A
95. Relocation of the WSHEADSET [REDACTED] -28 Jan 64 25X1A
96. Establishment of WSHEADSET [REDACTED]
97. Abbreviations to be Used for Descriptions of Transactions

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Next 1 Page(s) In Document Exempt

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28 January 1964

CONFIDENTIAL FUNDS DIVISION NOTICE NO. 95**SUBJECT: Relocation of the WSHEADSET/ [REDACTED] Activity**

1. The WSHEADSET [REDACTED] activity is being relocated, and all Class B Stations reporting through WSHEADSET [REDACTED] have been instructed, effective immediately, to forward all financial reports and related material to Headquarters, using the indicator [REDACTED] WSHEADSET. All the records pertaining to the WSHEADSET activity are also being relocated.

2. Until notified otherwise, all correspondence originating at Headquarters which normally would be directed to WSHEADSET [REDACTED] will be deferred until relocation has been accomplished. Correspondence and T/A's directed to Class B installations served by the WSHEADSET complex, formerly located at [REDACTED] will continue to be sent directly to those stations, but the WSHEADSET information copy should bear the [REDACTED] WSHEADSET indicator. Such copies will be retained by the Confidential Funds Division Registry for release to WSHEADSET after relocation has been completed.

3. The Class A financial activity will continue to operate at [REDACTED] and any T/A's or correspondence directed to the Panama Station should be sent directly to the station, with information copies to [REDACTED] WSHEADSET if appropriate.

[REDACTED]
Chief, Confidential Funds Division

DOC	4	REV DATE	04/04/80	BY	Q18935
ORIG COMP	38	OPI	38	TYPE	11
ORIG CLASS	S	PAGES	1	REV CLASS	C
JUST	2	NEXT REV	2010	AUTH	HR 70-2

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GROUP I
Excluded from automatic
downgrading and
declassification

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1 November 1962

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FINANCE DIVISION NOTICE No. 94

SUBJECT: Assignment to Key Position

Effective 1 November 1962, [REDACTED] is
designated Deputy Chief, Operations and Liaison Branch,
Finance Division, Office of Comptroller, vice [REDACTED]

25X1A;

25X1A

25X1A

[REDACTED]
[REDACTED]
[REDACTED]
Chief, Finance Division

DOC	5	REV DATE	04/04/80	BY	018995
ORIG COMP	38	DPI	38	TYPE	11
ORIG CLASS	5	PAGES	1	REV CLASS	C
JUST	22	NEXT REV	2010	AUTH	HR 70-2

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Approved For Release 2001/08/29 : CIA-RDP78-05747A000700030001-9

27 March 1962

FINANCE DIVISION NOTICE NO. 92

SUBJECT: Establishment of Budget and Fiscal Office, Task Force W

Quoted below in its entirety is a memorandum to Chief, Finance Division from Chief, Task Force W, Support, dated 23 March 1962:

23 March 1962

MEMORANDUM FOR: Chief, Finance Division

**SUBJECT: Establishment of Budget and Fiscal Office,
Task Force W**

Effective 23 March 1962 there is established a Budget and Fiscal Office for Task Force W. All budgetary and fiscal matters pertaining to [REDACTED] including all correspondence to and from the JMWAVE installation and its bases, should be referred to and through this office.

/s/

[REDACTED]

Chief, Finance Division

DOC	6	REV DATE	04/04/80	BY	018935
ORIG COMP	38	OPI	38	TYPE	11
ORIG CLASS	5	PAGES	1	REV CLASS	C
JUST	22	NEXT REV	2010	AUTH	HR 10-2

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Approved For Release 2001/08/29 : CIA-RDP78-05747A000700030001-9

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9 February 1962

FINANCE DIVISION NOTICE NO. 91

SUBJECT: Relocation of [REDACTED] Station Financial Records

1. Due to current conditions in [REDACTED] station has been directed to reduce their records to an absolute minimum. Many of the records normally maintained at an overseas installation have been transferred to [REDACTED] for temporary storage.

2. Financial Records transferred to [REDACTED] for storage are as follows:

- a. Unaudited vouchers and receipts for periods subsequent to 31 August 1961.
- b. Fiscal Year 1962 Voucher Register and Control Journal and Expense and Obligation Subsidiary Ledgers reflecting transaction thru 31 January 1962.

At the end of each month the vouchers, receipts, voucher register and expense ledgers for the month will be transferred to [REDACTED] for storage.

3. The following [REDACTED] station financial records are filed in Finance Division Registry:

- a. Voucher Register and Control Journal
July 1958 through June 1961
- b. Cash on Hand Subsidiary Ledger
April 1958 through June 1961
- c. Advance Account Subsidiary Ledger
April 1958 through June 1961
- d. Expense and Obligation Subsidiary Ledger
July 1959 through December 1961
- e. Due to Field Agents Subsidiary Ledger
April 1958 through June 1961
- f. Property Control Register
15 March 1959 through 28 February 1961
- g. Property Document Files
March 1959 through February 1961

h. In any matters relating to [REDACTED] consideration should be given to the location of the station records as set forth above.

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Acting Chief, Finance Division

DOC	7	REV DATE	01/04/62	BY	018995
ORIG COMP	38	OPI	58	TYPE	11
ORIG CLASS	5	PAGES	1	REV CLASS	5
JUST	22	NEXT REV	2010	AUTH:	HR 70-2

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FINANCE DIVISION NOTICE NO. 90

4 December 1961

SUBJECT: JMWAVE - Class A Station

1. JMWAVE has been designated a Class A Station for financial accounting and reporting purposes effective 1 November 1961. The station number [REDACTED]

25X1A

2. [REDACTED] is the Senior Finance Officer, a Certifying Officer and the Official Custodian of Funds at the station.

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[REDACTED]
Chief, Finance Division

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ORIG CLASS	S	PAGES	1	REV CLASS	C
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22 March 1961

FINANCE DIVISION NOTICE NO. 88

Subject: Object Classification of Transportation Charges Included in Vendor's Invoices

1. Bureau of the Budget Circular No. A-12, as it pertains to object classification 300 - Transportation of Things, states in part that this class "excludes transportation paid by a vendor regardless of whether or not the cost thereof is itemized on the bill for the commodities sold."

2. Comptroller Instruction No. 24 - Revised, states in part that object classification 300 - Transportation of Things "includes transportation paid by vendors except when material is purchased FOB point of delivery to the Agency."

3. It has been ascertained that the intent of the Bureau of the Budget Circular A-12 is, that regardless of the terms of purchase, i.e., FOB shipping point or FOB destination, and regardless of whether the vendor prepays the transportation charges on behalf of the Agency or the vendor, that as long as payments for transportation, when as a separate amount or as a part of the material cost, are made to a vendor as opposed to a common carrier, such payments are not to be treated as transportation expenditures but rather as material purchase expenditures.

4. Effective immediately the Budget Bureau policy shall be complied with and all payments to vendors for transportation charges, as described above, shall be distributed to the 800 or 900 series object classification as appropriate. Comptroller Instruction No. 24 will be revised accordingly.

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ORIG COMP	38	OPI	38	TYPE	11
ORIG CLASS	S	PAGES	1	REV CLASS	11
JUST		NEXT REV		AUTH	HR 10-2

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18 January 1961

⁵
FINANCE DIVISION NOTICE NO. 87

SUBJECT: Financial Coding Guide - Confidential Funds Accounts

1. To facilitate the preparation of confidential funds posting vouchers, the subject guide dated December 1960 has been prepared and distributed to all offices responsible for initiating such vouchers.

2. It is requested that all supervisors of personnel engaged in preparing confidential funds posting vouchers take the appropriate steps to insure that their personnel are fully acquainted with the uniform requirements set forth in the guide.

25X1A

Chief, Finance Division

DOC	10	REV DATE	04/04/80	BY	018935
ORIG COMP	38	OPI	38	TYPE	11
ORIG CLASS	S	PAGES	1	REV CLASS	C
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15 November 1960

⁵
FINANCE DIVISION NOTICE NO. 86

SUBJECT: Office of General Counsel,
Requests for Opinions

In the past it has been the practice for certain Branch Chiefs and Section Chiefs to sign memoranda which request opinions of the Office of General Counsel. In the future the memoranda should be prepared for the signature of the Chief or Deputy Chief, Finance Division.

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Chief, Finance Division

DOC	11	REV DATE	04/04/80	BY	018935
ORIG COMP	38	OPI	38	TYPE	11
ORIG CLASS	S	PAGES	1	REV CLASS	4
JUST		NEXT REV		AUTH:	HR 70-2

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61-1044

FINANCE DIVISION NOTICE NO. 83

SUBJECT : Designation of Contracting Officers

REFERENCE: Finance Division Notice No. 76
444 2 May 1960

Quoted below in its entirety is a memorandum to Chief, Finance Division from Chief, Procurement Division, dated 13 September 1960:

TO : Chief, Finance Division

FROM : Chief, Procurement Division

SUBJECT : Designation of Contracting Officers

REFERENCE: (A) Logistics Instruction 1-200-3
(B) Memo dated 20 April 1960 from Chief, Procurement Division

1. In compliance with Reference (A), the following changes have been made in assigned personnel of Reference (B):

POSITION	NAME	SIGNATURE
Acting Deputy for Contracts	[REDACTED]	/s/
Acting Asst. Deputy for Contracts	[REDACTED]	/s/
Acting Chief, Production Contracts Branch	[REDACTED]	/s/
Acting Chief, Contract Admin Branch	[REDACTED]	/s/

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REV DATE	04/04/60	BY	018935
ORIG COMP	38	OPI	38
ORIG CLASS	15	PAGES	1
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		AUTH:	HR 70-2

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25 August 1960

FINANCE DIVISION NOTICE # ^S 81

SUBJECT: Property Procurement - Fiscal Year 1961 Confidential Funds Expenditures

DOC	15	REV DATE	04/04/80	BY	018935
ORIG COMP	38	OPI	38	TYPE	11
ORIG CLASS	S	PAGES	6	REV CLASS	C
JUST	2	NEXT REV	20/0	AUTH	HR 10-2

1. General

It has been determined that, to the greatest extent feasible, Fiscal Year 1961 property procurement expenditures should be charged to a general property procurement account and recorded as an indirect cost. With this objective in mind property procurement allotments will be issued to those offices whose activities are engaged in a sufficient amount of local property procurement to warrant the issuance of property procurement allotments.

2. Property Procurement Allotments

Attachment "A" identifies those offices designated to receive property procurement allotments and the allotment account number assigned to each. Property purchased by individuals, activities and installations under the jurisdiction of an office receiving a procurement allotment will be recorded as an allotment expenditure against the office procurement allotment account and charged as an indirect cost to the appropriate cost center account number.

NOTE: Property procurement from petty cash, advances, revolving funds or imprest funds by offices not receiving a procurement allotment will be recorded as a direct cost (General Ledger Account 601) against the office allotment and cost center account.

This procedural change applies only to procurement expenditures chargeable to Fiscal Year 1961 funds. Procedures in effect for Fiscal Year 1960 and prior years remain unchanged.

3. Preparation of Posting Vouchers

Attachments "B", "C" and "D" contain pro forma entries of the type to be used in:

- A. Recording expenditures against property procurement allotments;
- B. Recording the cost of the property acquired as an indirect cost and;
- C. In the case of Class "B" installations, recording non-expendable property in the property asset accounts.

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FY 1961 CONFIDENTIAL FUNDS - PROPERTY
PROCUREMENT ALLOTMENT ACCOUNTS

<u>OFFICE</u>	<u>ALLOTMENT ACCOUNT NUMBER</u>
<u>PLANS AREA</u>	
IO	1389-0240-0000
TSD	1389-0250-0000
DPD	1389-0280-0000
NE	1389-0330-0000
SR	1389-0340-0000
WH	1389-0350-0000
WE	1389-0360-0000
FE	1389-0370-0000
AF	1389-0380-0000
EE	1389-0390-0000
<u>INTELLIGENCE AREA</u>	
SOVMAT	1389-0450-0000
<u>SUPPORT AREA</u>	
<div style="background-color: black; height: 20px; width: 100%;"></div>	
Logistics	1389-0680-0000
Security	1389-0710-0000
Training	1389-0750-0000
Communications	1389-0790-0000

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160-5711

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ORIG CLASS	3	PAGES	1	REV CLASS	
JUST	22	NEXT REV	2010	AUTH	HR 10-2

20 June 1960

[Handwritten signatures and initials: JH, Am, SA, Of, pu]

FINANCE DIVISION NOTICE NO. 79

SUBJECT : Personnel Assignments

- RESCISSIONS:
- (a) Paragraphs c and e of Finance Division Notice No. 71, dated 3 September 1958
 - (b) Finance Division Notice No. 34, dated 24 April 1958
 - (c) Finance Division Notice No. 35, dated 22 May 1958

The following assignments of Finance Division personnel are announced or confirmed as of the dates indicated:

a. Effective 6 June 1960, [redacted] is designated Deputy Chief, Accounts Branch vice [redacted] who has been re-assigned.

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b. Effective 27 June 1960, [redacted] is designated Acting Chief, Operations and Liaison Branch.

25X1A

c. Effective 11 July 1960, [redacted] is designated Deputy Chief, Monetary Branch.

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[redacted]
Acting Chief, Finance Division

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Approved For Release 2001/08/29 : CIA-RDP78-05747A000700030001-9

15 May 1960

FINANCE DIVISION NOTICE #78

SUBJECT: Application of Proceeds from Sale of Government Owned Property Other than Automotive Equipment

I. GENERAL

A. The Office of the Comptroller has made a survey of the receipts obtained from the sale of personal property and the administrative procedures followed in identifying and reporting funds received for the purpose of using such funds in the purchase of similar items of property. It has been concluded that due to the relatively small amount of money involved, the time consumed in identifying and reporting sales and replacements and inability to forecast sales and replacements to permit proper budgeting, the receipts from the sale of personal property, other than automotive equipment, should be treated as a Miscellaneous Receipt.

B. The purpose of this notice is to establish an interim operating procedure within the Finance Division to provide for the recording of such income as a Miscellaneous Receipt pending revision of Agency Regulation [REDACTED] and Comptroller Instruction No. 15.

II. OPERATING PROCEDURE

A. Under this interim procedure proceeds received from the sale of government owned property (other than motor vehicles) will be credited to General Ledger Account No. 691 (Other Expense Credits), and identified with the Miscellaneous Receipt symbol.

B. Accordingly, receipts from the sale of such property will no longer be credited to General Ledger Account 352 and Form 674 (Report of Collection of Proceeds of Sales of Personal Property) will not be required.

III. This interim procedure is not intended to alter in any way the processing of funds received for the sale of motor vehicles. All funds received from the sale of motor vehicles will continue to be processed under current procedures outlined in Finance Division Operating Procedure #34-150, dated 6 October 1955.

IV. For your information and guidance there is attached hereto a current list of Miscellaneous Receipts Symbols and Titles. In the event you have transactions which do not appear to be included in the attached listing, please contact the Accounts Branch for determination of the correct symbol.

V. This procedure is effective immediately.

DOC	17	REV DATE	2/04/60	BY	018995
ORIG COMP	28	OPI	30	TYPE	4
ORIG CLASS	5	PAGES	2	REV CLASS	C
JUST	2	NEXT REV	20/0	AUTH	NR 100

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Attachment

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MISCELLANEOUS RECEIPTS SYMBOLS AND TITLES

SYMBOLS

- 0822 - Business concessions, not otherwise classified
- 1210 - Contributions to "conscience fund"
- 1830 - Rent of real property, not otherwise classified
- 1840 - Rent of equipment and other personal property
- 2290 - Sale of miscellaneous products and by-products
- 2429 - Fees and other charges for communication and transportation services, not otherwise classified
- 2430 - Charges for subsistence, laundry and health services
- 2649 - Proceeds from sale of equipment and other personal property not otherwise classified
- 2650 - Sale of scrap and salvage materials
- 3019 - Recoveries for Government property lost or damages, not otherwise classified
- 3099 - Miscellaneous recoveries and refunds, not otherwise classified

REIMBURSEMENT TO APPROPRIATION SYMBOL AND TITLE

- 6889 - Reimbursement to the Appropriation

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5 May 1960

FINANCE DIVISION NOTICE NO. 77

SUBJECT: Determination of Circumstances of Resignations for Purposes of Establishing Entitlement to Travel Payments and Allowances

Quoted below in its entirety is a Memorandum of Agreement signed by the Director of Personnel, Comptroller and the Special Support Assistant to the Deputy Director (Support):

DOC 18	REV DATE 04/04/80	BY 018995
ORIG COMPT 38	OPI 38	TYPE 11
ORIG CLASS 3	PAGES 2	REV CLASS C
JUST 22	NEXT REV 2010	AUTH: HR 70-2

MEMORANDUM OF AGREEMENT

SUBJECT: Determination of Circumstances of Resignations for Purposes of Establishing Entitlement to Travel Payments and Allowances

1. Personnel departing for overseas assignments are required by the Central Processing Branch, Office of Personnel, to execute an agreement entitled: "Travel Agreement by Staff Employees Assigned to Permanent Duty Station outside Continental United States". This agreement contains a clause that if the person terminates his employment for personal reasons in less than twelve (12) months from the date of his arrival at his post, he will reimburse the Agency for moneys expended by the Government in connection with the outgoing travel. The Office of General Counsel (in OGC 9-0278a, dated 13 March 1959) ruled that although an overseas agreement should be executed by personnel prior to departure for overseas assignments the fact that, through inadvertence or normal administrative process, the employee fails to execute an Agency Agreement and fails to remain overseas for a period of twelve (12) months does not relieve him from liability of repaying to the United States Government all travel and transportation costs expended by the Government in transporting him to his overseas post. Personnel assigned to overseas stations are entitled to payment of their return travel to the United States upon completion of twenty-four (24) months overseas service or if their return travel is deemed in the best interest of the Government.

2. From time to time, whenever personnel fail to complete either twelve (12) or twenty-four (24) months service abroad, problems arise in establishing the appropriate authorizing official within the Agency to determine whether payment or refund may or may not be required. On occasion, the certifying office is presented with two official documents indicating conflicting determinations, such as a travel order indicating return short of completion of tour was for the convenience of the Government and a personnel action indicating resignation for personal reasons.

3. A second problem exists when personnel separate from the Agency after the receipt of payment for home service transfer allowance but prior to the completion of six (6) months service from the entrance on duty at his

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post in the continental U. S. By regulation personnel are required to refund the total amount of home service transfer allowance received if they voluntarily separate from the Agency within six (6) months of their return from overseas unless their reasons for separation are found to be in the best interest of the United States Government by the Director of Personnel.

4. It is agreed that the following procedures will apply in providing the Finance Division with an official determination regarding payment or refund requirements:

- a. With reference to return travel, the determination of the official authorizing the travel, as indicated by his signature on the Travel Order, will be accepted as evidence of whether the return was or was not for the convenience of the Government. Further, unless other documentation has been furnished to the Finance Division, as prescribed in 2b. below, the Travel Order may also serve as the basis for authorizing the payment of the Temporary Lodging and Home Service Transfer Allowances.
- b. When the circumstances of resignation within six months of an employee's return raise a question as to the applicability of the TLA or HSTA refund provision, Finance Division will be advised of the determination by a memorandum from the Chief of Support of the Area Division concerned and endorsed by the Director of Personnel or his designee.

/s/ Gordon M. Stewart
Director of Personnel

18 April 1960
Date

/s/ E. R. Saunders
Comptroller

20 April 1960
Date

[REDACTED]
Special Support Assistant to the
Deputy Director (Support)

22 April 1960
Date

[REDACTED]
Acting Chief, Finance Division

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2 May 1960

FINANCE DIVISION NOTICE NO. 76

SUBJECT: Designation of Contracting Officers

Quoted below in its entirety is a memorandum to Chief, Finance Division from Chief, Procurement Division, dated 20 April 1960:

20 April 1960

TO : Chief, Finance Division
FROM : Chief, Procurement Division
SUBJECT : Designation of Contracting Officers

DOC 19	REV DATE 04/04/60	BY 018995
ORIG COMP 38	OPI 38	TYPE 11
ORIG CLASS S	PAGES 2	REV CLASS C
JUST 22	NEXT REV 2010	AUTH: HR 10-2

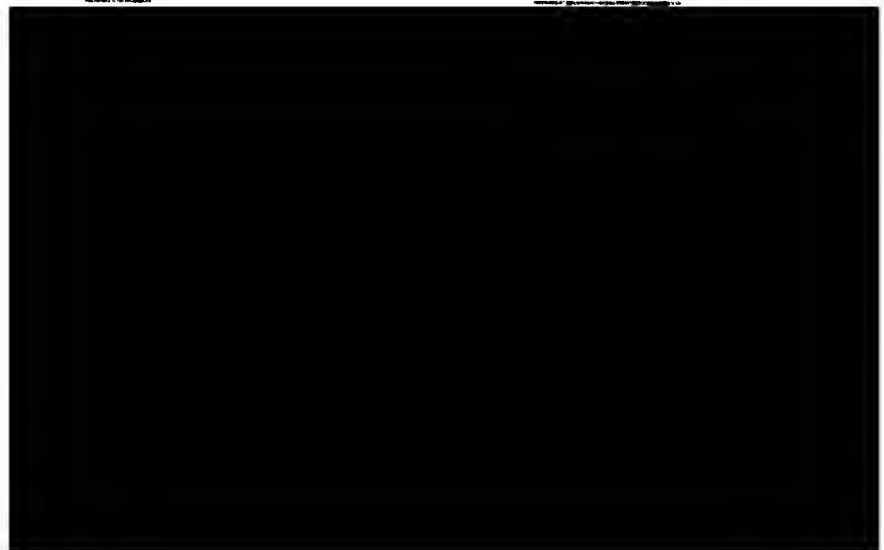
REFERENCE: Logistics Instruction 1-200-3

1. Referenced Logistics Instruction delegates procurement authority to Procurement Division officials. Incumbents of the various positions are authorized, in the first instance, to execute procurement documents without prior approval up to the amounts specified. Execution of documents in excess of the amounts are also authorized provided administrative approvals of higher authority are obtained.

2. The following are the assigned aliases for the present incumbents of the designated positions:

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<u>TITLE</u>	<u>NAME</u>	<u>SIGNATURE</u>
Chief, Procurement Division		
Deputy for Contracts		
Asst. Deputy for Contracts		
Deputy for Purchases		
Chief, Production Contracts Branch		
Chief, Research & Development Contracts Branch		
Chief, Contract Admin Branch		



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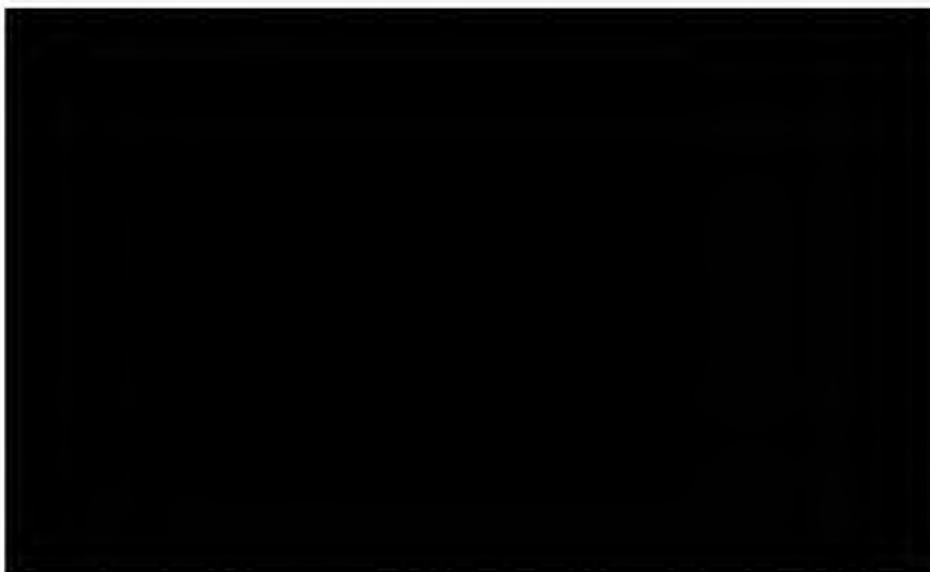
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Approved For Release 2001/08/29 : CIA-RDP78-05747A000700030001-9
SUBJECT: Designation of Contracting Officers

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TITLE

Chief, Termination
& Settlement Branch



Acting Chief, Finance Division

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Next 1 Page(s) In Document Exempt

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9 June 1959

FINANCE DIVISION NOTICE NO. 72

SUBJECT: Personnel Assignment

Effective 9 June 1959, [REDACTED] is
designated Deputy Chief, Compensation and Tax Accounts
Branch, vice [REDACTED]
[REDACTED]
[REDACTED]

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Chief, Finance Division

DOC	22	REV DATE	04/04/80	BY	118095
ORIG COMP	38	OPI	38	TYPE	11
ORIG CLASS	S	PAGES	1	REV CLASS	C
JUST	22	NEXT REV	2010	AUTH	HR 10-2

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12 May 1964

CONFIDENTIAL FUNDS DIVISION NOTICE NO. 97

**SUBJECT: Abbreviations to be Used for Descriptions
of Transactions**

1. Section III of the Financial Coding Guide prescribes standard abbreviations to be used in the description of transactions when preparing posting vouchers.
2. Personnel preparing vouchers should utilize these abbreviations in order to provide a uniform language in the limited space available for description.
3. Particular care must be used in abbreviating words describing General Ledger Accounts Nos. 144.1 and 144.2 entries, as the description will appear on the Statement of Advance Form distributed to employees, copy attached hereto, and must conform to the legend of abbreviations on the reverse side of the form. All abbreviations listed on the Statement of Advance Form are included in Section III of the Financial Coding Guide.

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Chief, Confidential Funds Division

Attachment:
As Stated Above

DOC	✓	REV. DATE	04/04/80	BY	018935
ORIG COMP	28	OPI	28	TYPE	11
ORIG CLASS	5	PAGES	2	REV CLASS	C
JUST	22	NEXT REV	2010	AUTH	HR 70-2

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This document part of classified integrated file. NAME CHECK required prior to individual classification action.

Group I
Excluded from automatic
downgrading and
declassification

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LEGEND OF ABBREVIATIONS

ACCT	Account	HHE	Household Effects	QTRS	Quarters
ACTG	Accounting	HL	Home Leave	RCPT	Receipt
ADJ	Adjust(ment)	HQS	Headquarters	REF	Reference
ADV	Advance	HST	Home Service Transfer Allowance	REIMB	Reimbursement
ALLOW	Allowance	INFO	Information	R/F	Revolving Fund
BAL	Balance	LV	Leave	R/T	Round Trip
CL	Claim	MED	Medical	SAL	Salary
CR	Credit	MILE	Mileage	SEP	Separation
DD	Due Date	MOR	Memorandum Obligation Reference	SHORT	Shortage
DED	Deduction(s)	O/C	Overcharge	SHPT	Shipment
DEP	Dependents	O/P	Overpayment	STGE	Storage
DISALLOW	Disallowance	O/R	Obligation Reference	SUBS	Subsistence
ED	Education	O/W	One Way	SUSP	Suspense
ENT	Entertainment	OPR	Operational	TDY	Temporary Duty
EQUIP	Equipment	PCS	Permanent Change of Station	TKTS	Tickets
EXCOST	Excess Cost	P/D	Per Diem	TLA	Temporary Lodging Allowance
EXP	Expense	PMT	Payment	TRNG	Training
FGN	Foreign	P/R	Payroll	TUIT	Tuition
FR	From	PROJ	Project	TVL	Trovel
FRT	Freight	PRSNL	Personal	VO	Voucher
		PURCH	Purchase	W/O	Write-Off

Approved For Release 2001/08/29 : CIA-RDP78-05747A000700030001-0

STATEMENT OF ADVANCE ACCOUNT

[illegible]

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CONFIDENTIAL

20 August 1958

FINANCE DIVISION NOTICE NO. 70

SUBJECT: Book Dispatch

DDC 24	REV DATE 04/04/80	8018995
DRIG COMP 28	OPI 38	TYPE //
ORIG CLASS 5	PAGES 1	REV CLASS c
JUST ✓	NEXT REV 2010	AUTH: HR 10-2

Quoted below is a memorandum signed by the Special Support Assistant to the Deputy Director (Support), dated 8 August 1958:

established and understood. Occasionally, however, it is necessary for a support office to communicate to several or all stations and bases information or instructions not appropriate for inclusion in the regulatory system or to be incorporated in the regulatory system at a later date. In these instances the book dispatch may be suitable. Book dispatches must be kept to a minimum both in number and length, and must not be used to transmit material which should be incorporated in the regulatory system.

"2. SSA-DD/S has been charged with signing and releasing book dispatches for DD/P on behalf of support offices and staffs. This authority carries with it responsibility for review for release as a book dispatch, and determination of necessary coordination.

"3. SSA-DD/S can best perform these functions and be of greatest assistance to the support office or staff requesting release of a book dispatch if the subject matter to be covered is presented in memorandum form. SSA-DD/S will prepare the book dispatch, effect necessary coordination, sign and release it. Coordination will include the requesting office or staff when a question of content arises.

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DOC 25	REV DATE 04/04/80	BY 018995
ORIG COMP 38	OPI 38	TYPE 11
ORIG CLASS 5	PAGES 1	REV CLASS C
JUST 2	NEXT REV 20/10	AUTH: HR 10-2

21 July 1958

FINANCE DIVISION NOTICE NO. 69

SUBJECT: Advance Limitation

Revised 11 Aug 59
SG
HR
JS

Finance Division Notice No. 167 (A-1) is hereby revised to read as follows:

Advances of Confidential Funds in excess of \$50,000, except routine funding of field installations and internal Finance Division transfers, will not be made without first coordinating with the Chief or Deputy Chief of the Finance Division.



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Approved For Release 2001/08/29 : CIA-RDP78-05747A000700030001-9

DOC	26	REV DATE	04/04/80	BY	018995
ORIG COMP	38	OPI	38	TYPE	11
ORIG CLASS	S	PAGES	1	REV CLASS	C
JUST	22	DATE	20/0	AUTH	KA 10-2

5 March 1959

CSB
JAH

FINANCE DIVISION NOTICE NUMBER: 68

SUBJECT :  Appointment of Approving Officers


REFERENCE: Finance Division Notice No. 763, dated 20 September 1955

1. Reference is made to a memorandum for Staff and Area Division Chiefs, signed by the Chief of Operations, DD/P, dated 17 August 1955, pertaining to appointment of Approving Officers.

2. The following distinction is offered in order to clarify the difference between the administration responsibilities of designated Approving Officers of Staff and Area Divisions and the audit and certification of vouchers and other financial documents by designated employees of the Finance Division.

- a. It has been established through the SSA-DD/S that the designation of Approving Officers, as referred to in paragraph 2 of the above referenced memorandum, relates to the individual specifically appointed in accordance with established procedure, who must, in his own right, be the incumbent of any of the positions so designated.
- b. Accordingly, it is the administrative responsibility of the designated Approving Officer to comply with the authority so delegated consistent with restrictions placed on the individual concerned covering the approval of administrative and operational transactions.
- c. Consistent with this concept, Certifying Officers will review vouchers and other financial documents with respect to audit criteria, subject to the signature of a designated Approving Officer.

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Acting Chief, Finance Division

Formerly FD Notice 804, A-105

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Approved For Release 2001/08/29 : CIA-RDP78-05747A000700030001-9


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FD NOTICE NO. 67

- "e. Approval of special foreign post allowances and salary differentials CFR 6.4.e
- "f. Approval of clothing allowances for enlisted personnel  25X1A
- "g. Entertainment allowances CFR 7.2
- "h. Approval of housing or space requirements  25X1A
- "i. Approval of certain medical expenses CFR 10.0
- "j. Approval of payment of tuition CFR 10.1
- "k. Approval of applications for advances under special circumstances CFR 11.3.b
- "l. Special allowances for military personnel  25X1A

FRANK G. WISNER
Deputy Director (Plans)"

25X1A


Acting Chief, Finance Division

Formerly: FDN #721 (A-137)

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Approved For Release 2001/08/29 : CIA-RDP78-05747A000700030001-9

Approved For Release 2001/08/29 : CIA-RDP78-05747A000700030001-9

FINANCE DIVISION NOTICE: 65

14 July 1958

SUBJECT: Accounting for Confidential Funds

There is quoted below a memorandum to Comptroller from Chief, Finance Division, dated 14 May 1958, same subject:

"1. In the administration of accounting requirements and controls, confusion occasionally arises because there is no clear definition of "normal Agency accounting requirements". This problem arises not because of lack of understanding and agreement with respect to the substance of accountings but rather with respect to depth to which detailed documentation is required.

2. There seems to be little basis for objection to the principle that detailed documentation of the use of funds (i.e., the who, what, when, where and why) is normally required as long as the funds remain in control of persons or projects under Agency control. Conversely, there can be little quarrel with the principle that it is unrealistic and impractical to endeavor to insist upon detail documentation of the use of funds from persons or activities not controlled by this Agency.

3. While the above stated policies represent accepted operational as well as sound accounting and funds control, in the absence of clear determinations as to the point at which funds pass from Agency control it is often difficult, if not impossible, to clearly establish whether normal Agency accounting requirements have or have not been satisfied. As a result, accounting requirements as set forth in many Administrative Plans or as interpreted by Certifying Officers and others, have tended to reach further and further beyond the point where realistic control and proper documentation can be expected. On the other hand, Case Officers and other operational personnel, not having a clear concept or guide as to what constitutes acceptable accounting documentation and policy, tend to agree to whatever requirements are suggested, even though in substance the requirements may be unrealistic and may not truly reflect operational circumstances and relationships.

4. In recent discussions with representatives of operational elements, it was proposed that approved project outlines be utilized to establish Agency-project relationships for the purpose of fixing the point where funds are passed beyond effective detail control. It was further proposed that project procedures be revised to provide that Case Officers would be required to develop the financial aspects (other than budgetary) in coordination with the Certifying Officer in order that the project outline may reflect accounting requirements determined by the Certifying Officer as conforming with normal accounting concepts as defined above and practical of compliance as determined by the Case Officer. In these instances wherein these criteria cannot be met, an Administrative Plan setting forth special accounting requirements would be required.

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Approved For Release 2001/08/29 : CIA-RDP78-05747A000700030001-9

Approved For Release 2001/08/29 : CIA-RDP78-05747A000700030001-9

~~CONFIDENTIAL~~

FD NOTICE NO. 65

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5. In the case of accounting requirements imposed on individuals, the status of an individual with respect to his relationship to and control by the Agency is normally evident from his employee or contract status. The only area wherein relationship and control tend to become nebulous is in the case of field agents and others who refuse or for operational reasons are not requested to sign formal contracts. As a general policy, in application the "point of control" concept would require accountings in detail from all employees and other persons under formal contract with the Agency on the premise that any person who has signed a contract with the Agency has a relationship to the Agency of such nature as to justify insistence on documented accountings.

6. In the case of unilateral memoranda of agreements, however, the substance of the relationship as evidenced in the project outline or from other sources would have to be examined to determine whether control is such as to require detail accounting documentation, or to permit acceptance of receipts or certifications of services purchased as adequate support of the use of Agency funds.

7. In recent months it seems to be increasingly apparent that we are tending, in all areas, to place more and more emphasis on the form of accounting documentation on the erroneous premise that if form is proper, substance is assured. The re-statement of policy as expressed above is believed properly to place major emphasis on the substance of a situation with the objective of documenting the form as necessary to support the substance. In line with this view, we propose to work closely with operational elements to obtain a better understanding of this policy and to expand the use of project outlines to substantiate accounting determinations. Before proceeding further, however, we would appreciate your approval.

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CONCUR:

Chief, Audit Staff

APPROVED:

/s/ E. R. Saunders
E. R. SAUNDERS
Comptroller "

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Acting Chief, Finance Division

Formerly: FDN #830 (A-120)

Next 1 Page(s) In Document Exempt

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FINANCE DIVISION NOTICE: 63

14 July 1958

SUBJECT: Advance of Funds for Travel

1. The following policy is to be followed by Certifying Officers in connection with the certification of Requests for Advances covering TDY and PCS travel of employees and agents; i.e.,

It is the policy of the Finance Division to certify properly authorized and approved Requests for Advances covering TDY and PCS travel of employees and agents, in advance of the estimated date of departure in order that individuals can arrange for transportation and/or movement of personal effects. Under normal circumstances, funds are not to be made available to the traveler more than ten (10) calendar days in advance of actual travel. If circumstances are such that funds are needed earlier than ten (10) calendar days prior to travel, approval of the Chief or Deputy Chief, Finance Division, is required before certification and disbursement.

2. Compliance with the above policy is to be adhered to effective with this release.

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Acting Chief, Finance Division

DOC	31	REV DATE	04/04/80	BY	018935
ORIG COMP	28	OPI	38	TYPE	11
ORIG CLASS	S	PAGES	1	REV CLASS	C
JUST	22	NEXT REV	2010	AUTH	HR 70-2

Formerly: FDN #854 (A-116)

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FINANCE DIVISION NOTICE: 62

14 July 1958

SUBJECT: Delegation of Authority

There is quoted below a memorandum from Deputy Director (Plans) to SSA-DD/S, dated 9 March 1956.

"The authority vested in the Deputy Director of Plans in the referenced regulation to authorize or approve actual subsistence expenses, not to exceed \$25.00 per day, is hereby delegated to the SSA-DD/S.



FRANK G. WISNER
Deputy Director (Plans)"



Acting Chief, Finance Division

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DOC 32	REV DATE 04/24/80	BY 018995
ORIG COMP 38	OPI 38	TYPE 11
ORIG CLASS S	PAGES 1	REV CLASS H
JUST	NEXT REV	AUTH: HR 10-2

Formerly: FDN #834 (A-113)

~~CONFIDENTIAL~~

FINANCE DIVISION NOTICE: 61

14 July 1958

SUBJECT: Waiver of Accounting Regulations by a Contract Approved by a
Special Contracting Officer

There is quoted below a memorandum for the Chief, Finance Division,
signed by [REDACTED] Office of General Counsel, dated 12 January
1956:

"1. Your memorandum requested our opinion as to whether an Agency
Special Contracting Officer has the authority to approve a provision in an
agent contract to the effect that the agent's accounting for confidential
funds advanced him for purposes other than salary need be only on the certifica-
tion of the agent, and need not be supported by receipts.

2. Somewhat generalized, the issue posed is whether the Agency Special
Contracting Officer may prescribe an internal accounting procedure for the
expenditure of confidential funds on his own authority.

FOIAb5

5. On the basis of the foregoing, it is the opinion of this Office that
the Special Contracting Officer may not, on his own authority, include a pro-
vision in an agent contract which would relieve the agent from accounting for
confidential funds advanced him for other than salary purposes solely on his
certification. If this end is sought, it can be achieved only by an appropriate
provision in an administrative plan relating to the agent's activities, or by a
waiver of the accounting requirement by the Director in individual cases, or by
the Director's issuance of an appropriate regulation."

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[REDACTED]
Acting Chief, Finance Division

Formerly: FDN #811 (A-110)

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Approved For Release 2001/08/29 : CIA-RDP78-05747A000700030001-9

Approved For Release 2001/08/29 : CIA-RDP78-05747A000700030001-9

FINANCE DIVISION NOTICE: 60

14 July 1958

SUBJECT: Submission of Approvals by DD/S, DCI, or DDCI

1. There is quoted below a copy of memorandum to all Divisions and Staffs, Office of the Comptroller, dated 29 December 1955, signed by the Acting Comptroller.

"This is to advise you that in the future, all papers submitted for DD/S, DCI, or DDCI action requiring signature denoting approval will contain in the final paragraph a recommendation which clearly briefs the action recommended. Such paper shall further contain the words in the place provided for DD/S, DCI, or DDCI signature: "The recommendation(s) in paragraph ___ is (are) approved."

2. In compliance with the above, the final paragraph of all memoranda requesting approval of actions by the DD/S, DDCI or DCI will be worded in the following manner:

"If you approve of the recommendation set forth in paragraph ___, please so indicate by affixing your signature in the space provided below, and forward this document to (1) for inclusion in the files supporting the action taken.

Concurrences: (2)

Comptroller

DD/S

The recommendation(s) in paragraph ___ is (are) approved.

DCI

(1) Ordinarily the Office of Comptroller or DD/S.

(2) List concurring officers as appropriate.

Acting Chief, Finance Division

Formerly: FDN #807 (A-108)

DOC	REV DATE	BY	TYPE	018995
ORIG COMP	38	OPI	38	11
ORIG CLASS	S	PAGES	1	REV CLASS
JUST		NEXT REV		AUTH: HR 10-2

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FINANCE DIVISION NOTICE: 59

14 July 1958



SUBJECT : Accounting for Funds Furnished Agents Penetrating
Denied Areas

REFERENCE: Memo for Comptroller from Chief, Finance Division,
dated 11 April 1955, above subject.

1. The Deputy Comptroller has advised that the procedure and policy set forth in reference has received concurrence of the Comptroller and Chief, Audit Staff.

2. The policy and procedure outlined in reference will be formalized through release of a Comptroller Instruction and/or amendment of regulations, as appropriate. In the meantime, Finance Division will be governed by reference memorandum in processing accountings for funds furnished agents penetrating denied areas, including the resupply of agents in such areas.


Acting Chief, Finance Division

cc: SR Div 
ATTN: 
Comptroller
Chief, Audit Staff

DOC 35	REV DATE 04/04/80	BY 01899.5
ORIG COMP 38	OPI 38	TYPE 11
ORIG CLASS 5	PAGES 3	REV CLASS 5
JUST 2 ✓	NEXT REV 2010	AUTH: HR 70-2

Formerly: FDN #727 (A-94)

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FINANCE DIVISION NOTICE: 58

14 July 1958

SUBJECT: Per Diem Allowance During Headquarters Debriefing Period for Employees Returning from Overseas for Home Leave and FCS Transfer to Washington

1. Your attention is directed to Paragraph 4 of Attachment B which in part states "It is the opinion of this office that per diem for the periods of consultation in Headquarters may be paid to employees of this Agency who are being returned from overseas on home leave and FCS transfer to Headquarters providing there is appropriate authority for such payment in the transfer orders and providing consultation is held prior to the employee's assumption of his duties in headquarters pursuant to his new assignment".

2. Paragraph 3 of Attachment A sets forth a criteria to be used in authorizing per diem allowances at Headquarters during the debriefing period.

3. It is requested that you bring to the attention of the Chief or Deputy Chief of the Finance Division for consideration and approval, all cases which cannot be handled within the limitations contained in Attachments A and B.

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Acting Chief, Finance Division

Attachments A and B

Formerly: FDN #069 (A-83)

DOC	36	REV DATE	04/02/80	BY	018935
ORIG COMP	38	OPI	38	TYPE	"
ORIG CLASS	5	PAGES	4	REV CLASS	C
JUST	22	NEXT REV	2010	AUTH:	HR 10-2

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EH-6-0281

20 September 1954

MEMORANDUM FOR: Deputy Director (Plans)
Deputy Director (Intelligence)
Assistant Director for Personnel
Assistant Director for Communications
Director of Training

SUBJECT : Per Diem Allowance During Headquarters Debriefing
Period for Employees Returning from Overseas for
Home Leave and PCS Transfer to Washington

1. A discussion of the above subject by an Assistant General Counsel has been reproduced and is attached for your information.
2. This office will take the initiative in formulation policy in this connection and ultimately publishing it in an appropriate manner.
3. Until such time as formal publication and distribution can be accomplished, it is desired that the following criteria be used in authorizing per diem allowances for the purpose outlined above:
 - a. Travel orders should not, as a routine manner, provide a period for TDY and debriefing, but should require TDY at headquarters only when debriefing is essential prior to expiration of home leave.
 - b. When it is essential to require such TDY, it should be limited to the minimum necessary and, in any event, not exceed 10 working days.
 - c. Pending the formulation and publication of additional information on the subject, it is requested that you bring to the attention of this office for consideration and approval those cases which cannot be handled within these limitations.

/s/ L. K. WHITE
L. K. WHITE
Deputy Director
(Administration)

Attachment

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10 September 1954

25X1A
MEMORANDUM FOR:

[REDACTED]
Special Assistant to the DD/A

SUBJECT : Per Diem Allowance During Headquarters Debriefing Period
for Employees Returning from Overseas for Home Leave and
PCS Transfer to Washington

REFERENCE : Memo, dtd. 18 Aug. 54, to SA/DD/A fr OGC, same subject

1. You will recall that, in the referenced memorandum, this office dealt with the question of whether an Agency employee who was being returned from overseas for home leave and PCS transfer to headquarters could be allowed per diem for a period of debriefing and consultation in headquarters prior to his going on home leave. In paragraph 2 of that memorandum, we took the position that per diem was not allowable in these circumstances. We based this opinion on paragraph 46 of the Standardized Government Travel Regulations and on the well known rule in Government that per diem is not payable at a permanent duty station (5 Comp. Gen. 874 (1926); 24 Comp. Gen. 593 (1945)).

2. Since the date of this memorandum, a decision of the Comptroller General has come to our attention which, contrary to the general rule, would appear to authorize payment of per diem in the cited circumstances. In 31 Comp. Gen. 439 (1952) the Comptroller General passed on a similar situation posed by the Department of State. In contending for the payment of the per diem, the Department cited Section 103.607(g) of the Foreign Service Regulations which authorizes payment of per diem to foreign service officers who are being returned from overseas for home leave and transfer to the Department in Washington and were called into the Department for consultation prior to their going on home leave and prior to their assumption of duties in Washington. On page 440 of the opinion, there is stated, inter alia:

"The case here involved may be distinguished from those in the decisions referred to, and others falling within the scope of the general rule, since under the administrative practice described the employee's presence in Washington for consultative purposes is not related or incident to his assumption of permanent duty at that place upon completion of his statutory leave, it being evident that he would be required to report for temporary duty in Washington regardless of whether that city was to be his future permanent station or not."

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We add that, while the Comptroller General took no specific position in the length of time for which the per diem was authorized, it was the practice of the Department to authorize it:

"for a period not to exceed five working days unless the period extended into two work weeks in which event per diem was authorized in the intervening week end."
(31 Comp. Gen 439)

3. For some time past, it has been the policy of this Agency to have employees who are returning from overseas for home leave and PCS transfer to headquarters come to headquarters for debriefing prior to their going on leave. Per diem has been paid for these periods under the authority of [REDACTED] thereof, and predecessor regulations.

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4. On the basis of the foregoing, it is the opinion of this office that per diem for the periods of consultation in headquarters may be paid to employees of this Agency who are being returned from overseas on home leave and PCS transfer to headquarters providing there is appropriate authority for such payment in the transfer orders and providing consultation is held prior to the employee's assumption of his duties in headquarters pursuant to his new assignment. As for the length of time for which per diem should be allowed, we believe that the cited practice in the State Department is an adequate guide. To the extent that this memorandum differs in substance from our memorandum of 18 August 1954, you may be guided by this one.

STATINTL

[REDACTED]
Office of General Counsel

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FINANCE DIVISION NOTICE: 57

11 July 1958

SUBJECT: Recording of Refunds of Operational Advances

Reference is made to change #3 of the Manual of General Ledger Accounts wherein it was provided that all funds advanced to or transferred to projects (other than [REDACTED] proprietaries) will be recorded as allotment expenditures. It has been determined that the principle governing refunds of advances shall conform to that provided in Budget-Treasury Regulation No. 1, Section 21, i.e., as appropriations refunds. Accordingly, it is requested that the account description appearing on page Eleven (11) of the Manual of General Ledger Accounts (Account 142.2) be extended to provide:

"Credits representing refunds of unexpended balances of advances will be treated as appropriation refunds. The refunds will be recorded as reverse expenditures to the allotment account from which the advance was made."

[REDACTED]
Acting Chief, Finance Division

Formerly: FDN # 582 (A-72)

DOC 37	REV DATE 04/04/60	BY 01899.5
ORIG COMP 28	OPI 38	TYPE 11
ORIG CLASS S	PAGES 1	REV CLASS C
JUST 21	NEXT REV 20/0	AUTHI HR 10-2

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FINANCE DIVISION NOTICE: 56

11 July 1958

Memorandum for the Record, dated 28 January 1952, signed by the Executive Assistant to the Director, is quoted below:

" The Project Review Committee at its meeting on 25 January 1952 directed that any amendment to a previously approved project must be approved by the PRC. This will include additional expenditure even though the amendment of such expenditure does not exceed \$25,000.00.

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Formerly: FDN #328 (A-42)

DOC 38	REV DATE 04/04/80	BY 01899.5
ORIG COMP 38	OPI 38	TYPE 11
ORIG CLASS 5	PAGES 1	REV CLASS e
JUST 22	NEXT REV 2010	AUTH: HR 70-2

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CONFIDENTIAL

FINANCE DIVISION NOTICE: 55

11 July 1958

SUBJECT : Official Entertainment Expenses of Deputy Directors and their assistants (not Assistant Directors, CIA).

REFERENCE: Memorandum dated 7 August 1951 (ER 2-0055) to the Deputy Directors from the Director of Central Intelligence.

All Certifying Officers and all other Finance Division employees who may have official duties to perform in connection with the above subject, should read and keep on hand a copy of referenced memorandum (ER 2-0055). Questions regarding this subject should be referred to the Chief, Finance Division.

25X1A

Formerly: FD # 237 (A-24)

DOC 39	REV DATE 04/04/80	BY 01899.5
ORIG COMP 38	CPI 58	TYPE 11
ORIG CLASS 5	PAGES 1	REV CLASS C
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FINANCE DIVISION NOTICE: 53

11 July 1958

SUBJECT : Travel and Operational Advances

REFERENCE: 

1. It is evident that in the past advances have been made without adequate explanation on the Request for Advance form. Such general statements as "operational reasons" and "operational development" should not be considered as adequate information. Specifically, each Certifying Officer should ascertain the exact reason for which the advance is requested, i.e., (a) are the funds to be used for payment of compensation to agent; (b) for agent expenses; (c) for staff case officers travel in connection with (a) and (b). Also, the Certifying Officer must ascertain if the amount requested is not in excess of the required amount to accomplish the mission.

2. The time element regarding the accounting is also extremely important and it is desirable to impress upon the individual that an accounting for the advance must be made in time to conform to the established due date for such accounting. It will be the responsibility of the Approving Officer to make sure that a realistic due date is shown on the Request for Advance. In some instances, a staff case officer will request a travel advance and an operational advance on the same document, which may be entirely in order, and if a breakdown of the figure is not furnished he should be requested to furnish same before the advance is given.

3. Attention is invited to the fact that advances for procurement of supplies and equipment are prohibited by regulations unless prior written approval of the Procurement Office is on hand. A request for an advance covering the procurement of material not having such concurrence should be refused and the requesting officer advised to direct a requisition to the Procurement Office.


Acting Chief, Finance Division

Formerly: FD #244 (A-29)

DOC 41	REV DATE 04/04/80	BY 01899.5
ORIG COMP 38	OPI 38	TYPE 11
ORIG CLASS S	PAGES 1	REV CLASS C
JUST 22	NEXT REV 2010	AUTH: HR 10-2

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DOC	42	REV DATE	04/04/80	BY	018995
ORIG COMP	38	OPI	38	TYPE	11
ORIG CLASS	S	PAGES	7	REV CLASS	11
JUST		NEXT REV		AUTH	HR 10-2

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FINANCE DIVISION NOTICE NO. 52

SUBJECT: Procedure for Handling Spoiled or Voided Checks

Effective immediately the following procedure will be used in the handling of spoiled or voided checks:

- a. All spoiled or voided checks, whether entered on the books of record or not, will be retained by the issuing Branch or Section until the end of each month.
- b. In those instances where checks are voided after having been entered on books of record, it shall be the responsibility of the issuing Branch or Section to immediately make all adjusting entries necessary and to clearly state the action taken on each such voided check.
- c. At the end of each month and after having complied with sub-paragraphs a and b above, all spoiled and voided checks will be forwarded by memorandum, referencing the appropriate bank account, to the Industrial Contract Audit Branch.

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[Redacted Signature]

Acting Chief, Finance Division

Formerly: FD #242 (A-28)

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DOC 43	REV DATE 04/04/80	BY 018995
ORIG COMP 38	OPI 38	TYPE 11
ORIG CLASS 5	PAGES 1	REV CLASS 11
JUST	NEXT REV	ACOM: HR 10-2

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10 July 1956

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FINANCE DIVISION NOTICE NO. 51

MEMORANDUM FOR: All Finance Division Personnel

SUBJECT : Duty Officers

1. The designated duty officer will be on stand-by duty for the entire week indicated. The normal tour of duty is from 1800 Wednesday to 0830 the following Wednesday. Except for Saturday, the duty will be performed at home. On Saturday, the duty officer will be stationed in Room 1036 Alcott Hall, between the hours of 0900 and 1300, unless sooner relieved by the officer on duty in the Office of the Comptroller. Upon relief, or after 1300 hours, the duty officer will resume stand-by duty at home.

2. When assigned as duty officer, it is mandatory that the assigned officer remain at home between the hours of 0830 and 1700 on Sunday and/or Holidays. During evening hours, if the duty officer finds it necessary to be away from home, someone there should be able to tell where the individual may be reached. If there will be no one at home, the duty officer should call the Agency Watch Officer, [redacted] and advise him of the number at which he may be reached and the hour he will return and be available at his home number.

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3. A duty officer file containing instructions for the obtaining of cash for emergency disbursements and information for contacting key personnel of the Finance Division has been prepared. This file should be obtained from the Office of the Chief, Finance Division, during working hours of the day on which duty begins and should be returned promptly upon completion of the assigned period of duty. The duty officer should retain the file containing his instructions in his office safe during his period of duty. In case the duty officer is unable to comply with a request for emergency service or requires advice on any official matter, he should contact the undersigned or such other person listed in the duty officer file as he considers appropriate.

4. The assignment of duty officers will be announced by separate memorandum, referenced to this Notice.

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Acting Chief, Finance Division

Formerly: FD #601 (A-77)

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DOC 45	REV DATE 04/04/80	BY 018995
ORIG COMP 38	DPI 38	TYPE 11
ORIG CLASS 5	PAGES 5	REV CLASS C
JUST 21	NEXT REV 2010	AUTH: HR 10-2

9 July 1958

FINANCE DIVISION NOTICE NO. 49

SUBJECT: Building Evacuation Personnel

1. This Notice supercedes Finance Division Notice No. 803 (A-104) dated 21 December 1955. All employees of the Finance Division will familiarize themselves with the instructions given in Parts I and II of the CIA Building Emergency Plan and be guided accordingly.

2. Attached is a current list of personnel assigned duties as Area Supervisors and Alternates for the Finance Division. The persons listed are responsible for the rooms indicated.


Acting Chief, Finance Division

Attachment

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Approved For Release 2001/08/29 : CIA-RDP78-05747A000700030001-9

Approved For Release 2001/08/29 : CIA-RDP78-05747A000700030001-9

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8 July 1958

FINANCE DIVISION NOTICE NO. 48

SUBJECT: Minutes of Deputy Director (Support) Staff Meeting,
22 August 1956

There is quoted below a memorandum for Comptroller, dated 4 September 1956, signed by Acting Deputy Director (Support):

1. Regarding paragraph 4 of subject minutes, it appears that General Cabell's Office would like to have a copy of everything sent to the Directors Office, whether for information or action.

2. If the paper going forward to the DCI is being transmitted for information only, a copy is routed to the DDCI simultaneously.

3. If the paper requires action, DDCI is added to the distribution and he will receive his copy after the Director has signed as either approving or disapproving.

4. The above instructions will apply even while General Cabell is Acting Director of Central Intelligence.

5. As to attachments, if there is an extra copy of such a document they would appreciate having it attached to the copy for the DDCI. However, if there is none available, it will not be necessary to make one especially for the DDCI as General Cabell can always borrow the attachment to the Director's copy.

(signed) H. Gates Lloyd

H. GATES LLOYD
Acting Deputy Director
(Support)


Chief, Finance Division

Formerly: FD #892, A-128

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		REV CLASS	11
		AUTH	HR 10-2

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8 July 1958

FINANCE DIVISION NOTICE NO. 47

SUBJECT: Collection of Salary, Allowances, Differential, etc., Overpayments

1. The following procedures will be observed by Finance Division in the collection of overpayments of salary, allowances, etc.:

a. Overpayments Amounting to \$20.00 or Less:

(1) Collection will be effected by deduction of any amounts payable by Headquarters on the first payroll(s) prepared after overpayment is established.

(2) The employee or agent will be notified by dispatch or memorandum, simultaneously with the deduction action, of the action taken and the reason therefor. Also, Payroll Change Notices will reflect the action taken and will be transmitted under standard operating procedure.

b. Overpayments Amounting to More Than \$20.00 Discovered Prior to Close of the Pay Period Following the Period of Overpayments:

(1) Collection will be effected by deduction on the current payroll of any amounts payable by Headquarters.

(2) In addition to release of normal Payroll Change Notice, the employee or agent will be notified by dispatch or memorandum, simultaneously with the deduction action, of the action taken and the reason therefor.

c. Overpayments Amounting to More Than \$20.00 Discovered After the Close of the Pay Period Following the Period of Overpayments:

(1) Immediately upon determination that an overpayment has occurred, the employee or agent will be notified of the overpayment by dispatch or memorandum over the signature of Chief, Finance Division. The notice of overpayment will:

(a) Set forth full details of the overpayment, including the method of calculating the amount.

(b) Request refund of the full amount within sixty days from the date of the notice.

(c) Advise that if refund in full, or an acceptable plan of settlement, is not received within sixty days from the date of dispatch or memorandum that the amount of the indebtedness will be deducted from gross basic compensation at the next regular pay period following the sixty day limitation.

DOC 47	REV DATE 04/04/60	BY 01895
ORIG COMP 28	OPI 38	TYPE H
ORIG CLASS 5	PAGES 2	REV CLASS C
JUST 2	NEXT REV 20/0	AUTH: H3 10-2

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(d) In the event that the indebtedness to be collected by payroll deductions exceeds two-thirds of the Agency basic gross compensation, deductions will be limited to two-thirds of the gross basic compensation, except in those instances where greater deductions are necessary to effect collection within the anticipated period of employment. In those cases where the full indebtedness is not collected by a single deduction, advice to the employee or agent will state the amount which will be withheld from his pay in the event of failure to refund the indebtedness in full.

2. In any case where an employee or agent protests action taken in accordance with the above, the matter will be immediately called to the attention of the appropriate Branch Chief of the Finance Division.



Chief, Finance Division

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Formerly: FD #874, A-123

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FINANCE DIVISION NOTICE NO. 46

SUBJECT: Preparation of Dispatches

1. When reviewing dispatches it is frequently necessary to read the entire dispatch to determine what action, if any, is required. Requests buried in the general discussion are easily overlooked. If the action required is specifically summarized at the beginning of the dispatch, supervisory officers can better ensure prompt disposition.

2. Therefore, effective immediately, an additional line entitled "ACTION REQUIRED" will be utilized on dispatches following the SUBJECT and REFERENCE headings as shown in the sample format below:

TO : Chief of Station,
FROM : Finance Division
SUBJECT : GENERAL - Administrative
 SPECIFIC - Supplemental Directions for
 Preparation of Dispatches
REFERENCE: FRxxx-xx
ACTION REQUIRED: Revision of dispatch format.

1. ~~XX~~



Formerly: FD #856, A-113

DOC 48	REV DATE 04/04/60	BY 018995
ORIG CLAS 38	CPI 38	TYPE 11
ORIG CLAS 5	PAGES 1	REV CLASS C
JUST 22	NEXT REV 2010	AUTH: HR 70-2

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7 July 1958

FINANCE DIVISION NOTICE NO. 45

SUBJECT: Definition, Vital Document

REF : FDOP #5-100-10

The following quoted memorandum dated 7 September 1955 from the Area Records Officer, Comptroller's Office, is suggested as a guide in complying with the provisions of referenced procedure. Paragraph 3 of the memorandum suggests that "Identifying keys should be made a part of the index." It is felt to be more appropriate to include the keys with the individual IBM listings to facilitate the immediate identification of information at such time as any particular Vital Record is needed.

1. Reference is made to memorandum dated 5 August 1955 from the Chief, Monetary Branch in which a request was made for an elaborate definition of a vital document.

2. Finance Division Vital Documents may be described as documents that would be required to carry out the functions of the Division from a relocation site and without access to documents now maintained at Headquarters. The functions in relation to finance activities at field stations should also be kept in mind. Records that protect the rights of individuals are classified as vital.

3. It should be kept in mind that the records filed in the Repository should be clearly identified in order to enable non-Finance Division employees (Emergency Plan Employees) to proceed with the functions and activities previously carried out by finance personnel. IBM listings should be supported by an identifying key to the different columns. Identifying keys should be made a part of the index. Applicable instructions or Finance Division Operating Procedures that would facilitate in carrying out the functions should be deposited.

4. The Vital Materials Repository is not a storage facility for inactive records or records of historical value. Only essential documents should be deposited due to space limitations.

5. It is hoped that these comments will assist in selecting material for deposit in the Repository.

DOC	REV DATE	BY	01899
49	04/04/58	38	TYPE 11
ORIG CLASS	38	ORIG CLASS	11
ORIG CLASS	5	PAGES	1
JUST	NEXT REV	AUTH	HR 10-2

Formerly: FD #775, A-100

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REF : Comptroller Instruction No. 7

the Finance Division to carry out the provisions of [REDACTED]

Chief and Deputy Chief - Accounts Branch
Chief and Deputy Chief - Compensation and Tax
Accounts Branch
Chief and Deputy Chief - Industrial Contract
Audit Branch
Chief and Deputy Chief - Monetary Branch
Chief and Deputy Chief - Operations & Liaison
Branch
Certifying Officers - Operations & Liaison
Branch

Chief, Finance Division

Formerly: FD #719, A-93

DOC 50 REV DATE 04/04/80 BY 01899E
 ORIG COMP 38 CPI 38 TYPE 11
 ORIG CLASS 5 PAGES 1 REV CLASS C
 JUST 22 NEXT REV 20 AUTH: HR 10-2

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7 July 1958

FINANCE DIVISION NOTICE NO. 43

SUBJECT: Preparation of Unemployment Compensation Claims
(Forms ES-931)

1. All Unemployment Compensation Claims (Forms ES-931) processed by the Finance Division will be signed in the name of [REDACTED] using the title "Authorized Certifying Officer" by the person completing the Form.

2. Responsibility for compiling the necessary information, as well as the preparation and mailing of claims within the prescribed four-day period, will continue to be the responsibility of the appropriate payroll office which processed the claimant's salary account at the time of his termination from the Agency.

[REDACTED]

Chief, Finance Division

Formerly: FD #705, A-91

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the accounting. Also, such receipts should be similarly secured upon completion of audit and prior to placing in file.

5. It is the responsibility of each supervisor to insure that this matter is brought to the attention of each employee under his supervision.



Chief, Finance Division

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Formerly: FD #535, A-62

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July 1958

FINANCE DIVISION NOTICE NO. 41

SUBJECT: Preparation of Correspondence and Route Slips

1. It has been noticed that some confusion exists in the preparation of correspondence and route slips, not only for distribution within the Finance Division but also for material to be transmitted to other offices.

2. Much of this confusion and resultant delay can be eliminated if all correspondence in the Finance Division is prepared in accordance with the following instructions:

- a. Form No. 241 should be used only for distribution within the Finance Division. All rough drafts, information copies, and other miscellaneous memoranda should carry this Form. However, when correspondence is addressed to more than one individual, Form No. 237 should be used.
- b. Form No. 237 should be used on all correspondence and/or forms routed to more than one person, office or on that which is to be transmitted outside the Finance Division. In all cases, proper classification should be checked, top and bottom; and it should be indicated the material is from "Finance Division". When material is distributed within the Finance Division by this form, the originator should be indicated.

In all cases, room number and building must be shown for the addressee(s).

3. When preparing memoranda or other correspondence for transmission outside this Division, attention is directed to the various sample memoranda shown in the Correspondence Manual, a copy of which was furnished the Office of each Branch Chief.

4. There are attached sample transmittal slips for attachment to appropriate correspondence.

DOC	53	REV DATE	04/04/80	BY	018995
ORIG COMP	38	OPI	28	TYPE	11
ORIG CLASS	5	PAGES	1	REV CLASS	11
JUST		NEXT REV		AUTH	HR 70-2



Chief, Finance Division

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Formerly: FD #378, A-50

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DOC <u>54</u>	REV DATE <u>04/04/80</u>	BY <u>018995</u>
ORIG COMP <u>38</u>	OPI <u>38</u>	TYPE <u>11</u>
ORIG CLASS <u>S</u>	PAGES <u>1</u>	REV CLASS <u>C</u>
JUST	NEXT REV	AUTH: HR 10-2

13 September 1953

FINANCE DIVISION NOTICE NO 40

SUBJECT : Post Office Boxes

RECISSION: FD Notice No 40, dated 7 July 1953

1. A file of information and pertinent data has been established in the Monetary Branch for the purpose of regularizing a procedure for obtaining and servicing post office boxes.

2. All matters pertaining to any phase of the utilization of post office boxes for official purposes will be referred to the Monetary Branch. Employees concerned with the need for, and the use of, boxes will discuss their needs with the Monetary Branch.

3. Necessary liaison with the Support Branch, Office of Security concerning the procurement, closing, servicing and other aspects of the utilization of boxes, will be conducted by the Monetary Branch, rather than by individual employees of the Finance Division

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Encls. FD 3100, 1-4-53

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DOC	55	REV DATE	04/04/80	BY	018995
ORIG COMP	38	OPI	38	TYPE	II
ORIG CLASS	S	PAGES	1	REV CLASS	C
JUST	22	NEXT REV	20/0	AUTH	HR 10-2

7 July 1958

FINANCE DIVISION NOTICE NO. 39

SUBJECT: Emphasis of Certain Monetary Branch Responsibilities

In addition to the inherent responsibilities, the Chief, Monetary Branch is responsible for proper handling of funds of all activities of the Finance Division in the following specific capacities:

- (a) Ensuring that proper safekeeping facilities are available and utilized in accordance with the accepted requirements for protecting funds against loss.
- (b) Ensuring that proper safekeeping practices and procedures are employed in the handling of funds in day-to-day operations.
- (c) Ensuring that adequate protection, armed protection when necessary, is afforded funds in transit between the Finance Division and external points.
- (d) Ensuring the coordination of activities of the Monetary Branch, to the extent practicable, to provide the most efficient utilization of personnel, space and facilities.
- (e) Supervising the technical management over all funds

their proper and most efficient utilization in disbursing and funding activities, whether in cash, by check, or in bank accounts.

Acting Chief, Finance Division

Formerly: FD #227, A-17

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7 July 1958

FINANCE DIVISION NOTICE NO. 38

SUBJECT: Additional Stations Designated as "Class A" Stations for Financial Accounting and Reporting Purposes.

1. Effective 1 June 1958 [REDACTED] was designated as a "Class A" station for financial accounting and reporting purposes.

2. Effective 1 July 1958 [REDACTED] was designated as a "Class A" station for financial accounting and reporting purposes.

3. The above stations will maintain financial accounts and records, and prepare reports in accordance with the provisions of [REDACTED] dated 3 June 1957.

[REDACTED]

DOC	56	REV DATE	04/04/80	BY	01899.5
CRIG COMP	38	OPI	38	TYPE	11
ORIG CLASS	5	PAGES	1	REV CLASS	c
JUST	22	NEXT REV	2010	AUTH:	HR 10-2

[REDACTED]
Acting Chief, Finance Division

CONFIDENTIAL

20 June 1958

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FINANCE DIVISION NOTICE NO. 20

SUBJECT : Rescission of Certain Notices Issued Prior
to 19 November 1956

REFERENCE: Finance Division Notice No. 2, dated
19 November 1957

1. Attached is a list of Finance Division Notices which identify those FD Notices issued prior to 19 November 1956, which should be placed in one of the following categories:

- a. Notices which are obsolete and should be rescinded
- b. Notices which are in need of revision
- c. Notices which are to be reissued without change
- d. Notices which should be incorporated into a current Notice or FDOP

2. Notices which are in need of revision and notices which are to be reissued without change will be published into the current series of Finance Division Notices as soon as all are received in the Office of the Chief.

DOC	57	REV DATE	04/04/60	BY	018995
ORIG COMP	38	DPI	38	TYPE	11
ORIG CLASS	5	PAGES	2	REV CLASS	11
JUST		NEXT REV		AUTH	HR 10-2

[Redacted Signature]

Chief, Finance Division

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<u>Notices Which Are Obsolete and Should Be Rescinded</u>			<u>Notices Which Are In Need of Revision</u>	<u>Notices Which Are To Be Reissued Without Change</u>	<u>Notices To Be Incorporated Into Current Notice or FDOP</u>
A-2	A-39	A-82	A-1	A-24	A-4
A-3	A-41	A-84	A-9	A-42	
A-5	A-43	A-85	A-10	A-45	
A-6	A-44	A-86	A-14	A-46	
A-7	A-47	A-87	A-17	A-54	
A-8	A-49	A-88	A-21	A-62	
A-11	A-51	A-89	A-28	A-72	
A-12	A-52	A-90	A-29	A-76	
A-13	A-53	A-92	A-34	A-81	
A-15	A-55	A-97	A-40	A-83	
A-16	A-56	A-101	A-48	A-94	
A-18	A-57	A-102	A-50	A-98	
A-19	A-58	A-109	A-64	A-100	
A-20	A-59	A-111	A-66	A-105	
A-22	A-60	A-115	A-70	A-108	
A-23	A-61	A-117	A-75	A-110	
A-25	A-63	A-119	A-77	A-112	
A-26	A-65	A-120	A-91	A-113	
A-27	A-67	A-121	A-93	A-116	
A-30	A-68	A-122	A-95	A-125	
A-31	A-69	A-123	A-96	A-126	
A-32	A-71	A-124	A-99	A-128	
A-33	A-73	A-127	A-103	A-132	
A-35	A-74	A-129	A-104	A-133	
A-36	A-78	A-130	A-106	A-135	
A-37	A-79	A-131	A-107	A-137	
A-38	A-80	A-134	A-114	A-138	
		A-136	A-118		

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22 January 1958

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FINANCE DIVISION NOTICE NO. 30

SUBJECT: Revised [redacted] dated 18 October 1957

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1. Although subject regulations are dated during October 1957, they were not received by the operating elements of Finance Division until 15 January 1958. Accordingly, except in those instances wherein the regulations reflect specific effective dates relating to per diem rates, the provisions of the regulation will be applied in the audit and certification of claims to official travel performed on and after 15 January 1958.

2. Claims covering official travel performed prior to 15 January 1958 will be processed in accordance with regulations superseded by subject regulations and no re-examination and adjustment of prior claims will be undertaken.



Chief, Finance Division

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DEC 59	REV DATE 01/04/60	BY 018995
ORIG COMP 38	OPI 38	TYPE 4
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JUST	NEXT REV	AUTH: HR 70-2

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19 November 1957

FINANCE DIVISION NOTICE NO. 29

SUBJECT: Use of Unaccompanied Baggage Authorization

Quoted below in its entirety is the Office of General Counsel decision (EC 7-1426b, dated 16 October 1957, which is in answer to an inquiry made by the Finance Division. The decision discusses two principle questions, the answers to which may be summarized as follows:

- a. An excess baggage authorization may not be used to transport personal effects which are not necessary to the performance of the Temporary Duty.
- b. An individual cannot file a claim against the government upon a previous course of dealing or upon misleading statements made by Agency officers: Payments of claims against the government must be supported by authority from the Legislature.

The decision is as follows:

"1. We have your memorandum of 19 August 1957 forwarding a claim by [redacted] for the cost of shipping excess baggage in connection with a TDY assignment. Because [redacted] presentation to us of his claim raised several questions not of a purely legal nature we have answered him separately, with the thought that the perhaps more technical exposition below would be less suited to his purposes and more suited to yours, including distribution outside of your own office. A copy of our reply to [redacted] is attached.

"2. The existing facts of this case appear to be these: [redacted] was assigned TDY to a succession of Far East posts, the last of which was [redacted]. The travel order (FE 820-24) authorized return travel to Washington via Hong Kong. [redacted] wished to take annual leave in Hong Kong. The travel order authorized 100 pounds unaccompanied air freight. [redacted] had no air freight expense before his arrival at Hong Kong, and the freight in question was obtained there. Reimbursement for the cost of transporting this freight from Hong Kong to Washington was approved by the Approving Officer, but exception was taken by the Finance Division on the grounds of want of authority.

"3. This travel was

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ORIG COMP	28	OPI	38	TYPE	11
ORIG CLASS	5	PAGES	4	REV CLASS	C
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"8. The law as stated above is supported by numerous court opinions, from one of which, that of the Supreme Court in the case of Federal Crop Insurance Corporation v. Merrill. 332 US 380, 92 L Ed 10 (1947), we quote:

"Whatever the form in which the Government functions, anyone entering into an arrangement with the Government takes the risk of having accurately ascertained that he who purports to act for the Government stays within the bounds of his authority. The scope of this authority may be explicitly defined by Congress or be limited by delegated legislation, properly exercised through the rule-making power. And this is so even though, as here, the agent himself may have been unaware of the limitations upon his authority.

"... the... Regulations were binding on all who sought to come within the... Act, regardless of actual knowledge of what is in the Regulations or of the hardship resulting from innocent ignorance. The oft-quoted observation in Rock Island, A. & L. R. Co. v. United States, 254 US 141, 143, 65 L Ed 188, 189, 41 S Ct 55, that "Men must turn square corners when they deal with the Government", does not reflect a callous outlook. It merely expresses the duty of all courts to observe the conditions defined by Congress for charging the public treasury."

"9. It will be clear from the above that the payment of any claim against the Government must be supported by authority from the legislature. In the absence of such authority, equitable arguments, such as reliance on a previous course of dealing or on misleading statements of officers, can have no effect. As we advised the claimant in this case, "the responsible official presumably gives the best guidance he can as to what the Government can reimburse and what it will not, but he cannot create such authority where there is none, nor can reliance on his mistaken assurances justify an unauthorized payment."

"10. We see from this how important it is that administrative personnel be well informed in their fields so that employees will not suffer economically from poor guidance. By the same token each employee must realize that Agency officers can only grant that which they have authority to grant and there is always some risk that someone may misstate that authority.

"11. We cannot tell whether the claimant here was misled by anyone with even apparent authority; but for the reasons given in paragraph 9 above such a finding is not necessary to our decision. An administrative determination was made that the freight in question was something other than that authorized by regulation to be transported at Government expense.

In our opinion, for

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In our opinion, for the reasons stated in paragraphs 4 and 9 above, the Finance Division correctly applied the law to that determination and properly disallowed the claim.


Office of General Counsel

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Chief, Finance Division

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CONFIDENTIAL

12 September 1957

FINANCE DIVISION NOTICE NO. 28

SUBJECT: Home Service Transfer Allowance

Under date of 22 August 1957 the Office of General Counsel rendered an opinion (OGC/B-7841(a)) pertaining to the reimbursement for the temporary lodging portion of the home service transfer allowance. The opinion is quoted as follows:

"1. Mr. (- - -) has submitted a claim for reimbursement of \$175.50 for the temporary lodging portion of the home service transfer allowance. The claim covers rent and utilities on a house occupied temporarily pending completion of renovations on another house which he had rented under a long-term lease. The houses are next door to each other and the lease covered the period of occupancy of the temporary quarters as well as the permanent quarters. In view of the fact that the interim quarters were apparently provided in lieu of quarters to be occupied on a long-term basis as part of a single leasing arrangement, you question whether it is legally proper to reimburse subject for the temporary lodging expense claimed.

"2. Paragraph 252.12 of the Standardized Government Travel Regulations states that the temporary lodging portion of the home service transfer allowance is designed to offset the cost of room and bath (including utilities) at hotels or other temporary lodging ordinarily used by Government employees arriving at a post in the continental United States. The regulations also provide that a house or apartment may not be designated as temporary lodging unless the head of the agency agrees that it is occupied on a temporary basis.

"3. It is quite clear that Mr. (- - -) did occupy the quarters for which he claims temporary lodging allowance on a temporary basis. If he had chosen to take quarters for this period in a house located elsewhere or one not owned by the same landlord, or even if the leasing arrangements had been separate, we doubt if the question presented here would have arisen. The important consideration is not the leasing arrangement or ownership of the property but the actual temporary or permanent occupancy of the quarters. There is no question that the quarters for which an allowance is claimed were actually occupied on a temporary basis as the tenant had originally planned.

"4. This Office will interpose no legal objection to certification and payment of this claim. We think it a matter for administrative determination whether or not quarters of this kind should be considered temporary lodging for purposes of the home service transfer allowance.

DOC	61	REV DATE	04/04/60	BY	018995
ORIG COMP	28	OPI	38	TYPE	11
ORIG CLASS	5	PAGES	1	REV CLASS	C
JUST	✓	NEXT REV	2010	AUTH	HR 10-2

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Chief, Finance Division

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30 August 1957

N
FINANCE DIVISION NOTICE NO. 27SUBJECT: Military Details' Baggage Allowances Authorized Under
Letters of Authorization

A memorandum, dated 14 August 1957, from the Chief, Contract Personnel Division to the SSA-DD/S is quoted below in its entirety. It's provisions are to be applied in the processing of documents pertaining to the travel of detailed military personnel.

"Memorandum For: SSA-DD/S

Attention : [REDACTED]Subject : Military Details' Baggage Allowances Authorized
Under Letters of Authorization

1. It is requested that you disseminate to those DD/P components concerned the following change in procedural policy regarding personal baggage weight allowances for military personnel detailed to this agency.

2. In those instances where the travel and transportation provisions of a Letter of Authorization are based upon the Joint Travel Regulations and regulations of parent service, the applicable personal baggage weight allowance should be determined by consulting Army Regulation 55-71, also known as Air Force Regulation 73-33, dated 2 July 1956, or superseding authority.

3. It is to be noted that said regulation in paragraph 6(b)(3), entitled "Baggage to Accompany Air Travelers" deals with both normal and additional weight allowances. The amount of the additional weight allowances up to the allowable maximum is determined on the basis of the circumstances involved. Henceforth, the LOA will no longer specify the amount of additional air baggage authorized. The amount authorized as additional baggage and the authority under which the determination was made shall be specifically set forth in the travel order. Provisions in extant LOA's which specifically authorize additional unaccompanied baggage may be amended by an appropriate travel order. The field should be notified of this change as soon as possible.

DOC 62	REV DATE 04/04/60	BY D1895
ORIG COMP 28	CPI 38	TYPE 11
ORIG CLASS 5	PAGES 2	REV CLASS 5
JUST 2	NEXT REV 20/0	AUTH: HR 70-2

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4. It should be clearly understood that the use of the travel order in this instance (personal baggage) is not a deviation from Agency policy that the LOA is the authorizing document and the travel order the implementing document."

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/s/



Acting Chief, Finance Division

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26 August 1957

^N
FINANCE DIVISION NOTICE #26

SUBJECT: Preparation of Dispatches to be Released by the
Office of Communications

When preparing dispatches which will be released by the Office of Communications, please prepare and sign two (2) official copies. This request comes directly from the Office of Communications.


Acting Deputy Chief, Finance Division

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DOC	63	REV DATE	04/04/80	BY	018995
ORIG COMP	38	OPI	38	TYPE	11
ORIG CLASS	3	PAGES	1	REV CLASS	4
JUST		NEXT REV		AUTH	HR 10-2

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22 August 1957

FINANCE DIVISION NOTICE NO. 25

SUBJECT: Home Leave Travel and Transportation Expenses

Under date of 15 August 1957 the Office of General Counsel rendered an opinion (OGC/B-7822) pertaining to the reimbursement for travel and transportation costs. The opinion is quoted as follows:

"1. You have requested our views as to whether Mr. (- - -) may be reimbursed for travel and transportation costs in connection with his journey from [redacted] where he was stationed PCS, to California for purposes of annual leave in May 1957, and return to headquarters enroute to another PCS assignment overseas, this under the provisions of the Administrative Expense Act of 1946, as amended (5 USCA 73b-3). That Act authorizes the payment of travel and transportation costs for persons stationed outside the continental United States "to the places of actual residence at time of appointment or transfer to such overseas post of duty", when the travel is for the purpose of taking leave prior to serving another tour of duty at the same or another overseas post. It appears that travel of Mr. (- - -), which has been performed, fits the requirement of Section 73b-3 if California was his place of actual residence.

"2. At the time he was assigned to [redacted] Mr. (- - -) had been with the Agency for a number of years and had served several months in Washington upon his return from another overseas PCS assignment. Consequently, he was a transferee to [redacted] and the place of actual residence controlling in his case is that at "time of...transfer", rather than time of appointment.

"3. Mr. (- - -) was born in California and grew up there. His mother and sister still live there and he returns to California on vacations, between jobs, and at other times. He lived at various points in the United States and South America since college, with the FBI and in private business (1940 to 1951). He does not own a home in the United States or elsewhere and he is not a registered voter. Documents in his personnel folder include the CIA PHS and appointment affidavits and personnel actions with CIA and the Economic Stabilization Agency, for whom he worked for about six months immediately prior to appointment with CIA. These documents were prepared during the several months between his return from South America (1950), where he had been in private business, and the half year of private employment in New York, several months with the Economic Stabilization Agency and the first few weeks of CIA employment. During this period, he was living in a New York hotel, staying with friends in Chevy Chase, and, finally, living in a house in Falls Church, and the addresses and legal residences listed in the documents reflect this. These documents in themselves, of course, would not determine place of actual residence, but in any event, Mr. (- - -), in November 1952, according to the CIA efficiency

DOC	REV DATE	BY	TYPE	REV CLASS	AUTH
62	10/4/50		38	3	HR 78-2
ORIG COMP	38	OPI	38	PAGES	25X1A
ORIG CLASS	38	REV CLASS	38	NEXT REV	38/0
JUST	22				

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report of that date, recorded a change in his legal address to California. See in this regard Comp. Gen. Decision B-129287, October 25, 1956, which holds that when residence is incorrectly indicated in personnel documents they may be corrected. Thereafter in 1954, subsequent to PCS duty in [REDACTED] he was authorized and performed home leave travel to California. Although that travel was under the CIA Act, which does not limit leave travel to the place of actual residence, it is nevertheless another link with California and contributes to the pattern of continuing association and connection with California. In 1956, he was in Washington on TDY and at that time requested and was authorized leave travel to California upon conclusion of the [REDACTED] tour, the travel which is now the subject of question.

"4. We think the expenses here, if otherwise proper, may be allowed. Mr. (- - -) had had only brief assignments in Washington during his several years with the Agency and the Washington assignment from which he was transferred to [REDACTED] was for only 7 months. The Comptroller General has ruled that the place of actual residence at time of transfer is not always the place from which transferred and that 'the law does not restrict the payment of home leave travel expenses to that place'. (35 Comp. Gen. 101,103). In that case the individual was hired initially in Boston from his Rhode Island home and thereafter served for several brief periods at different places in the United States, the final post prior to an overseas assignment being in Kansas City; the Comptroller General accepted the determination of the Department involved that the place of actual residence was Rhode Island and quoted the department's statement that the employee 'has no interest in the station from which transferred'. In another case, of an individual living in Chattanooga, who was recalled into active duty with the Navy and assigned to Washington and upon release by the Navy, employed in Panama by the Panama Canal Company, the Comptroller General authorized payment of travel from Chattanooga and noted that upon leaving Washington, the individual closed his residence 'with no intention of resuming residence there' (B-124492, September 21, 1955). In B-129287 (mentioned in paragraph 3 above), in which the Comptroller General permitted correction of personnel documents in order to show the correct residence, the situation had important similarities with the (- - -) case (although there are also some differences). The individual had resided in California from 1911 until October 1950. At that time he was transferred to Arkansas and on October 11, 1952, to Washington. On December 29, 1953, he was transferred overseas pursuant to an employee agreement which recorded his place of actual residence as Clifton, Virginia, which was the place at which he lived for two of the 16 months he was stationed in Washington. Here also the mother and other family continued to live in California; only a few months were served in Washington; and some personnel documents did list California as the legal or voting residence.

"5. None of these cases, we think, precisely parallels that of Mr. (- - -). but they all reflect the liberal attitude which a representative of the legal staff of the General Accounting Office advises us the Comptroller General has towards the Act. All emphasize the temporary nature of the assignment to the place from which transferred and the lack of association and connection with that place. Mr. (- - -) travel would appear to be within the spirit of these rulings and may be approved.

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BU Notice #25

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Approved For Release 2001/08/29 : CIA-RDP78-05747A000700030001-9

"6. The foregoing and the decisions cited above of course would not mean that there would not be other cases in which travel could not be approved. Indeed, it could be that in subsequent years, after other and lengthier assignments in Washington, Mr. (- - -) also might not qualify for leave travel to California. That is, his circumstances could so change that his association or connection with the Washington area might well render Washington the place of actual residence. We would suggest, therefore, that steps be taken to assure that employees' requests for home leave travel be approved by headquarters, and not only the area division, in advance.


Assistant General Counsel "

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Chief, Finance Division

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Approved For Release 2001/08/29 : CIA-RDP78-05747A000700030001-9

~~CONFIDENTIAL~~

20 August 1957

FINANCE DIVISION NOTICE NO. ^N 24

SUBJECT: Home Service Transfer Allowance--Temporary Lodging Portion

1. The question has arisen as to whether, in the opinion of the General Counsel, payment of the temporary lodging portion of the home service transfer allowance is proper under the following circumstances.

2. Upon reassignment PCS an Agency employee, together with his wife and two children, both under eleven years of age, occupied a furnished room in a house owned by a relative for a period of 33 days. For this he paid his relative the sum of \$450. This employee has now confronted the Agency with a claim for this amount, alleging that the sum is properly reimbursable as a temporary lodging portion of the home service transfer allowance. While conceding that the room was not normally rented, he maintains that its value was what would have been charged for comparable hotel accommodations in the area.

3. In reply to this question the Office of General Counsel rendered an opinion (OGC/B-7749) which states as follows:

"3. Section 252 of the Standardized Regulations (Government Civilians, Foreign Areas) issued by the Secretary of State pursuant to the authority conferred by Executive Order 10,011, dated 22 October 1948, indicates that upon an employee's reassignment [redacted]

[redacted] payment of the temporary lodging portion of the home service transfer allowance may be made. Executive Order 10,100 dated 20 June 1949 authorizes the Director of Central Intelligence to pay allowances conforming to those granted by the Secretary of State and to prescribe such further regulations as he may deem necessary to effect the purposes of that order. In [redacted] the provisions of Section 252 are incorporated and supplemented. Together, these regulatory issuances set forth with a certain degree of particularity the conditions under which temporary lodging payments may be made, although admittedly not covering specifically the problem with which we are here concerned.

"4. At the outset it must be noted that the basic authority for the home service transfer allowance is permissive and is not a payment to which an employee is entitled as a matter of right. Further, it must be borne in mind that the purpose of this allowance is to reimburse an employee for the extraordinary and necessary expenses incurred. With regard to the temporary lodging portion particularly, the regulations indicate that it is "designed to offset the cost of room and bath . . . at hotels or other temporary lodging ordinarily used by Government employees arriving [redacted]

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DOC 65	REV DATE 09/09/57	BY 018995
ORIG COMP 38	OPI 38	TYPE 11
ORIG CLASS 5	PAGES 2	REV CLASS C
JUST 22	NEXT REV 2010	AUTH: HR 70-2

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[REDACTED] In this circumstance we think it reasonable to conclude that the allowance is intended to reimburse employees, within limits, for costs charged for the use of commercially-operated lodging facilities. While payments for sharing the privately-owned dwellings of relatives and friends are not specifically outlawed, we feel that the spirit of the regulations militates against reimbursement in such circumstances. We believe that an analysis of the intent of Congress would lead to the same conclusion. The basic authority for payment is Section 901(2)(ii) of the Foreign Service Act passed in the 1st Session of the 84th Congress in 1955. The legislative history indicates that the allowance was intended to assist employees in meeting the out-of-pocket expenses that result from the mobile nature of their employment. We do not feel that the Congress intended to afford an employee the opportunity, by means of a personal or social arrangement with relatives or friends, to pass on to the Government a charge which, but for the possibility of the allowance being granted, might not have been made. All this is not to say that in order to establish eligibility an employee must obtain accommodations from a stranger. However, we do believe that the contribution which an employee may make for the use of a relative's private dwelling can not be considered to be an extraordinary or necessary expense within the purview of the statute and regulations. Such an outlay is more akin to that which we might normally expect to make in providing shelter for a family. Accordingly, it is our opinion that no part of this claim is proper for payment.

[REDACTED]
Assistant General Counsel "

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[REDACTED]
Chief, Finance Division

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20 August 1957

FINANCE DIVISION NOTICE NO. ^N23

SUBJECT: Separation Allowances

Under date of 1 August 1957, the Office of General Counsel rendered an opinion (OGC 7-1162a) pertaining to the separation allowances. The opinion is quoted as follows:

"1. Your memorandum of 23 June 1957 requests the opinion of this Office as to whether an employee who arrived at her post overseas between 14 March and 1 May of this year, and whose dependents arrived there less than 90 days after the employee, is entitled to separation allowance.

2. Agency Notice [redacted] dated 10 May 1957, advised employees of certain changes in Sections 251, 252, and 260 of the Standardized Regulations (Government Civilians, Foreign Areas), setting the effective date for employees of this Agency as 1 June 1957, and [redacted] dated 11 June 1957, advised employees that [redacted] was not in accordance with law as to the effective date of the changes and that the effective date as to this Agency had to conform to that laid down by the Secretary of State. The revision of Section 260 with which we are here concerned has the effective date of 14 March 1957. Therefore, to the extent that paragraph 3 of [redacted] indicates an effective date of 1 May for that section, the notice is in error. This Agency does not have the authority to go outside the confines of the allowance limits set by the Secretary of State. We cannot set effective dates contrary to the Standardized Regulations.

3. In answer to the question posed in paragraph 3a of your memorandum and for the reasons stated above, paragraph 1 of [redacted] should reflect an effective date of 1 May 1957; paragraph 2 should reflect an effective date of 14 March 1957.

4. Appropriate revision of the two notices affected by this opinion will be initiated by this Office immediately.

5. In answer to the questions posed in paragraph 3 b of your memorandum, inasmuch as the travel of the employee in question was performed during April 1957 her entitlement to separation allowance must be determined under the appropriate provision in effect at that time - that is, the revision of Section 260 et seq. having the effective date 14 March 1957.

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DOC 66	REV DATE 04/04/80	BY 018935
ORIG COMP 38	OFI 38	TYPE 11
ORIG CLASS 5	PAGES 2	REV CLASS c
JUST 22	NEXT REV 2010	AUTH: HR 10-2

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FINANCE DIVISION NOTICE NO. 23

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Under Section 262.32 of that date, separation allowance is not to be paid when the period of separation is less than 90 days. Therefore, since this employee was separated from her dependents for less than 90 days, it would be improper to certify payment of separation allowance to her."



Chief, Finance Division

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31 July 1957

FINANCE DIVISION NOTICE NO. 21^N

SUBJECT: Non-reimbursement for Fees and Tips for Handling Baggage

1. The Office of General Counsel advises (OGC/B-7700, dated 18 July 1957) that General Accounting Office has ruled that claims for "the cost of fees or tips paid to porters or baggage clerks for handling baggage at transportation terminals" must be disallowed. Consistent with the above GAO ruling the authority in 180 FSTR 4.44 to pay such expenses has been revoked.

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2. Accordingly, the applicable portion of paragraph 2e, [REDACTED] is being rescinded. Effective immediately such items are no longer subject to certification and payment. The cost of such fees and tips are construed to be covered by the per diem allowance prescribed for the area concerned.

3. It is to be noted that reimbursement of charges paid for the transfer of baggage between boats and trains, movements between two railroad stations, etc., is not affected by the above referred to ruling, and is subject to reimbursement.

4. Notwithstanding the foregoing, charges or tips at transportation terminals will be allowed for handling Organization-owned property carried by the traveler, as well as charges for checking any baggage.

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[REDACTED]
Chief, Finance Division

DOC	67	REV DATE	04/04/80	BY	018995
ORIG COM	38	OPI	38	TYPE	11
ORIG CLASS	3	PAGES	1	REV CLASS	11
JUST		NEXT REV		AUTH	HR 70-2

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DOC <u>68</u>	REV DATE <u>04/04/60</u>	BY <u>01899 5</u>
ORIG COMP <u>38</u>	OPI <u>38</u>	TYPE <u>11</u>
ORIG CLASS <u>5</u>	PAGES <u>3</u>	REV CLASS <u>C</u>
JUST <u>22</u>	REV <u>20/0</u>	AUTH: HA 12-2

3 July 1957

FINANCE DIVISION NOTICE NO. 19

SUBJECT: Policy Applicable to Certification for Payment of Claims for the Transfer Portion of the Home Service Transfer Allowance for Husband and Wife who are Both Staff Employees

Under date of 27 June 1957 the Office of General Counsel rendered an opinion (OGC/B-7523a) pertaining to the certification for payment of claims for the transfer portion of the home service transfer allowance. The opinion is quoted as follows:

"1. You have requested our opinion whether you may legally certify for payment claims for the transfer portion of the home service transfer allowance under the following circumstances.

2. Husband and wife, both staff employees, stationed at the same overseas post are transferred to the United States (from Zone 3 to Zone 2) on FCS orders at the same time. The employees have two children. Employee-husband submits a claim for the maximum entitlement at the with-family rate, listing the two children as dependents, employee-wife claims payment at the without-family rate. You note that the Standardized Regulations (Government Civilian Foreign Areas) at section 252 dealing with home service transfer allowances is silent as regards the entitlement of married employees.

3. Section 252 of the Standardized Regulations issued by the Secretary of State pursuant to the authority conferred by Executive Order 10011, dated 22 October 1948, indicates that upon an employee's reassignment 25X1A

payment of the transfer portion of the home service transfer allowance may be made. Executive Order 10100, dated 20 June 1949, authorizes the Director of Central Intelligence to pay allowances conforming to those granted by the Secretary of State in accordance with the regulations prescribed by him in Executive Order 10011 and to prescribe such further regulations as he may deem necessary to effectuate the purposes of the Order. In Agency Regulation [redacted] which incorporates by reference 25X1A and supplements section 252, the criteria and eligibility requirements for this payment are further prescribed. And in the matter of allowances generally, the Standardized Regulations define "employee" as "any civilian employee of the Government who is a citizen of the United States stationed in a foreign area" (section 215b). Together, these regulatory issuances set forth with a certain degree of particularity the conditions under which transfer payments may be made, although admittedly not covering in specific language the issue with which we are concerned here.

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Notice #19

4. In view of this silence we must interpret the Regulation in the light of the spirit of the Regulation and the intent of Congress and the principles covering the expenditure of Government funds. The basic authority for home transfer allowance is permissive and is not payment to which an employee is entitled as a matter of right. The Agency Regulation provides that it shall be paid to "eligible" staff personnel provided in paragraph 4 a. and paragraph 3 b. requires that all applicable eligibility criteria be met. By definition, paragraph 2 a. reads that the allowances are granted to an employee for "extraordinary and necessary expenses deemed incident to the establishment of his residence at a PCS post ..." Limitations have then been set on the amounts which can be paid to a single employee, an employee with one member of a family and an employee with more than one member of a family.

5. In the present case, the employee-husband claimed the maximum amount on the basis of two members of the family. It would appear to be quite contrary to the spirit of the Regulation to give that same family payments in excess of this maximum amount because of the fact that the wife too was an employee since the fact of her employment adds nothing to the extraordinary or necessary expenses incidental to the establishment of the husband's post. Under these circumstances the wife does not meet the eligibility criteria as an employee and is not entitled to the allowance.

6. We believe that an analysis of the intent of Congress would lead to the same conclusion. Basic authority is in section 901 (2)(ii) of the Foreign Service Act passed in the 1st Session of the 84th Congress in 1955. The legislative history indicates the allowance was authorized to assist employees in meeting the out-of-pocket expenses that result from the mobile nature of their employment. We do not feel that Congress intended to grant to one family a greater allowance because the wife happened to be employed than that given to the same size family where the wife was not employed particularly as the first family would already have the financial benefit derived from the wife's Government salary and no additional expenses need be incurred.

7. As a matter of further incidental interest, we would point out that Congress has been closely following the granting of transfer allowances by the Department of State. As a result, the Department was instructed through the medium of the Conference Report on its 1958 Appropriation Bill to restrict expenditures for transfer allowances to a sum which is but a small fraction of that expended in the previous year. Because of the Congressionally imposed restriction, intra-zone transfer allowances were eliminated effective 1 May 1957 and inter-zone transfer allowances reduced.

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FD Notice #19


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8. Based on the foregoing, it is our opinion that it would not be proper to certify the wife's claim from payment. In addition, in light of the basic principles governing expenditure of funds, a claim based on a technicality which takes advantage of silence or ambiguity in a regulation and which would obtain for one employee financial benefit not available to other employees in the same financial status, is unconscionable and should not be countenanced.

/s/

LAWRENCE R. HOUSTON
General Counsel "

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Acting Chief, Finance Division

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Approved For Release 2001/08/29 : CIA-RDP78-05747A000700030001-9

24 June 1957

FINANCE DIVISION NOTICE NO. 18

SUBJECT: Organization and Functions - Finance Division

1. The following changes in organization and functions are announced effective 1 July 1957:

- a. The Payroll and Travel Branch and the Agent Service Section, Operations and Liaison Branch, are abolished.
- b. Functions formerly performed by the Payroll Section, Payroll and Travel Branch and the Agent Service Section, Operations and Liaison Branch, are assigned to the newly constituted Compensation and Tax Accounts Branch.
- c. Functions formerly assigned to the Travel Section, Payroll and Travel Branch, are assigned to the Operations and Liaison Branch.
- d. Responsibility with respect to processing, recording and follow-up on accountings by [REDACTED] presently assigned to the Proprietary Accounts Section, Accounts Branch, is transferred to the Operations and Liaison Branch.

2. [REDACTED] is designated Acting Chief, Compensation and Tax Accounts Branch. Other Branch Chief assignments remain unchanged.

[REDACTED]
Chief, Finance Division

DOC	69	REV DATE	04/04/80	BY	01899 5
ORIG COMP	38	OPI	38	TYPE	11
ORIG CLASS	5	PAGES	1	REV CLASS	C
JUST	22	NEXT REV	2010	AUTH:	HR 13-2

CONFIDENTIAL

Approved For Release 2001/08/29 : CIA-RDP78-05747A000700030001-9

CONFIDENTIAL

19 June 1957

FINANCE DIVISION NOTICE NO. 17

SUBJECT: Recording of 1955 Expenditures

1. The Accounts Branch will continue to record 1955 expenditures after 30 June 1957, such as transactions pertaining to field stations' activities, which have actually been incurred and recorded at the field station level up to and including 30 June. It is anticipated that by 30 September 1957 the majority of Class "A" and Class "B" Station Accountings, through the month of June 1957, will have been processed through the accounts. A review will be made at this time to determine the feasibility of formally closing the 1955 allotment accounts as of 30 September.

2. As of 30 June, 31 July, 31 August, and 30 September, expenses and expenditures applicable to 1955 funds will be closed to General Ledger Account 450, however, a status of allotment report applicable to 1955 appropriation will be prepared each month for the first quarter 1958 as well as for the 1956, 1957 and 1958 appropriations. In addition, a quarterly adjustment as required by Attachment B to Comptroller Notice No. 14-55 applicable to Fiscal Year 1955 will be effected as at the closing of books 30 September 1957.

3. It is to be understood that any expenditures incurred during Fiscal Year 1958 against the 1955 appropriation will be recorded in the accounts as a lapse of appropriation and charged against the 1956 appropriation, in accordance with established policy and procedure.

4. Submittal and processing of station accountings should be vigorously followed up to assure that all accountings through 30 June are cleared at the earliest possible date.

Chief, Finance Division

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DOC <u>70</u>	REV DATE <u>04/04/80</u>	BY <u>018995</u>
GRID COMP <u>38</u>	GFI <u>38</u>	TYPE <u>11</u>
GRID CLASS <u>S</u>	PAGES <u>1</u>	REV CLASS <u>C</u>
JUST <u>21</u>	NEXT REV <u>2010</u>	AUTH: HR 10-2

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16 May 1957

FINANCE DIVISION NOTICE NO. ^N14 (Revised)

SUBJECT: Definition of Baggage

RESCISSION: Finance Division Notice No. 14, dated 29 April 1957

1. An apparent conflict exists in the definition of baggage contained in paragraph [REDACTED]

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2. The Handbook specifically excludes furniture and other items of household goods and effects. Consequently the cost of shipping as baggage infants cribs, nursery chairs and similar essential items has been disallowed for the reason that such are classified as household goods.

3. The definition of baggage contained in [REDACTED] conforms to I FSM III 124.1 which provides that the employee may be reimbursed for unaccompanied air freight charges upon justification of the necessity therefor. Such justification may cite such factors as climate, duration of journey, needs enroute, immediate use at destination, or nature of travel.

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4. It has been requested that paragraph 17b of [REDACTED] be rescinded. This will permit an administrative determination to be made by the operating element concerned in each instance where a claim is presented for the shipment of infant cribs, nursery chairs, and similar items as unaccompanied air freight.

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5. Accordingly, effective immediately, vouchers claiming reimbursement for unaccompanied air freight charges, which may include items comparable to those indicated in paragraph 4 above, may be certified for payment provided that suitable justification for such mode of shipment is presented on the voucher. Approval of vouchers containing such justification by designated approving officers will constitute acceptable evidence of favorable administrative determination.

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DOC	71	REV DATE	04/04/80	BY	018995
ORIG COMP	38	OPI	38	TYPE	11
ORIG CLASS	5	PAGES	1	REV CLASS	C
JUST	22	EXT REV	2010	WMD	HR 10-2

Chief, Finance Division

10 April 1957

FINANCE DIVISION NOTICE NO. 13

SUBJECT: Use

REF. : (a)

(b)

(c)

1. Recently certain procedural releases have been processed which reflected improper and erroneous use of the [REDACTED] indicator in that the indicator was used as a cryptonym for Finance Division. Although these releases did not originate in Finance Division, it appears appropriate to re-emphasize the nature and the use to be made of the [REDACTED] indicator in order that all personnel of the Division may be informed in the matter.
2. Special indicators are assigned by the ID/P to govern the release and transmittal of dispatches and cables requiring limited or specialized treatment in order to control the distribution and/or reduce the coordination of sensitive and specialized material. Such indicators are not cryptonyms for Agency components and should not be used for such purpose.
3. Reference (c) above identifies authorized cryptonyms for Agency components and sets forth the policy governing their use.
4. Reference (b) sets forth the policy and circumstances governing the assignment and use of indicators and assigns the following indicators to this Division.

Finance Division (General)

Monetary Branch -

Monetary transactions except
shipment or inventory of currency

Shipment or inventory of currency

5. All personnel are cautioned to become thoroughly familiar with references and to assure that all matters originating within Finance Division are handled in strict conformance with the policies expressed therein.

DOC	72	REV DATE	04/04/80	BY	018995
ORIG COMP	28	OPI	38	TYPE	11
ORIG CLASS	5	PAGES	1	REV CLASS	C
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Chief, Finance Division

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L-4239

11 March 1957

FINANCE DIVISION NOTICE NO. 11

SUBJECT: Parking Fees

REF. : (a) Memorandum for Office of General Counsel from Chief,
Finance Division, dated 23 January 1957, Subject
(b) Memorandum for Chief, Finance Division from Office of
General Counsel, dated 4 March 1957, Subject: Parking
Fees

1. Reference (a) requested the Office of General Counsel to advise whether payment of claims for parking fees in lieu of taxi fare are legally proper for payment.
2. Reference (b) indicates that there is no legal authority for such claims and therefore such claims should be denied.
3. Copies of references are attached for your information and guidance. In this connection it should be noted the attached opinion does not relate to the payment for use of a personally owned automobile on a mileage basis in lieu of taxicab between place of abode and common carrier terminals. Such claims are allowable under the terms of section 3.5b(1) of the SGTR's.



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Attachments (2) :
Reference (a)
Reference (b)

DOC 73	REV DATE 04/04/60	EY 018995
GRIG COMP 38	OPI 38	TYPE 11
GRIG CLASS 5	PAGES 4	REV CLASS C
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ATTACHMENT TO FDN No. 11
Reference (a)

23 January 1957

TO : Office of General Counsel
THRU : Comptroller

FROM : Chief, Finance Division

SUBJECT: Parking Fees

REF. : (a) General Counsel's Opinion 55-7, dated 21 February 1955
(b) 34 Comptroller General 139 (B-121024)
(c) 31 Comptroller General 424 (B-107504)
(d) SGTR, Para. 1.1 and 3.5B(1)

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1. Attached is a claim dated November 1956 for reimbursement of parking fees in lieu of use of taxicab for local travel on official business submitted by [REDACTED]. This claim is representative of numerous claims of this type received by Finance Division which have been disallowed on the basis of the opinion expressed in references (a) and (b).

2. Standardized Government Travel Regulations, as amended effective August 1, 1956, provide in paragraph 1.1 as follows:

"Employees traveling on official business will provide themselves with sufficient funds for all current expenses, and are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business."

3. This clause in the Standardized Government Travel Regulations is not new to the current issue of the regulations but has been continued from issue to issue for many years. Consistent with the "prudent person" concept expressed in this regulation, General Accounting Office in its decision B-107504, reference (c) approved reimbursement for travel by personally owned automobile from employee's residence to airport and return plus parking fee at airport provided the expense claimed does not exceed the cost of the usual allowable taxicab fares in such instances, even though use of the personally owned automobile was not authorized by travel order.

4. Section 3.5b(1) of the revision of Standardized Government Travel Regulations which became effective 1 August 1956, incorporated specific provisions for the reimbursement for the use of personally owned automobile in lieu of taxicab in circumstances as set forth in B-107504, provided the reimbursement does not exceed the usual taxicab fare.

5. Notwithstanding the recognition of the "prudent person" concept in 31 Comptroller General 424 and in the Standardized Government Travel Regulations, 34 Comptroller General 139 presents a directly contrary view and states the principle that parking fees may not be reimbursed in lieu of use of taxicab even though such reimbursement results in less cost to the government.

This document part of classified
integrated file. NAME CHECK required
prior to individual classification action.

~~CONFIDENTIAL~~~~SECRET~~ATTACHMENT TO FDN No. 11
Reference (a) Page 2

6. It is the view of this office, that a showing that deviations from normal or specifically authorized modes of transportation, routes, or the incurrence of official expenses of a nature not contemplated by specific authorizations in circumstances wherein the course of action selected by the traveler represented "prudent judgement" and resulted in less expense to the government constitutes a legal and proper basis for reimbursement of administratively approved expenses. It seems to us that to take a contrary view is not only inimical to the interests of the taxpayer but also frustrates efforts toward the exercises of maximum prudence and diligence in the utilization of Agency resources.

7. In view of the apparent conflict in basic principle appearing in the General Accounting Office decisions, and the liberalization of the Standardized Government Travel Regulations as they pertain to the use of personally owned automobiles in lieu of taxicabs, it appears that it might be appropriate to reopen the question of the propriety of honoring administratively approved claims for parking fees in lieu of the use of taxicabs. Accordingly, it will be appreciated if your office will re-examine this matter and advise if claims of the type attached are legally proper for payment.



25X1A

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ATTACHMENT TO FDN. No. 11
Reference (b)

OGC 7-0342a

4 March 1957

MEMORANDUM FOR: Chief, Finance Division

SUBJECT: Parking Fees

1. Your memorandum of 23 January presented a claim for parking fees and requested us to look once more into a possible resolution of the two Comptroller General Decisions, 31 Comp. Gen. 424 and 34 Comp. Gen. 139. The first Decision allowed payment of parking fees at an airport as a portion of the allowable travel expenses between Washington and New York and return. It also allowed mileage for the distance the automobile was driven. The 34 Comp. Gen. denies reimbursement for parking lot expenses in addition to mileage payable for official use of cars.

2. We have been unable to find any logical distinction between these two Decisions and unofficially have been informed that the General Counsel's Office of the Comptroller General likewise can make no logical distinction. However, that Office again has advised us on an informal basis that if the question is officially raised the 31 Comp. Gen. Decision allowing payment would probably be overruled and the 34 Comp. Gen. Decision denying reimbursement would be stated as the general rule under existing law. For the time being, therefore, we believe the claim presented with your memorandum must be denied as it is in all respects identical with the factual situation considered in 34 Comp. Gen. 139. Apparently we can continue to rely on 31 Comp. Gen. 424 for the factual situation of parking incident to air travel. It would appear that legislation is necessary to resolve this paradox, and while I believe it would be unwise for us to seek it directly for ourselves, we may be able to initiate some action that will consider this for general relief throughout Government.

/s/
LAWRENCE R. HOUSTON
General Counsel

cc: Leg Counsel

~~CONFIDENTIAL~~~~SECRET~~

5 March 1957

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FINANCE DIVISION NOTICE NO. 10SUBJECT: General - Employees' Compensation Benefits
Specific - Medical Benefits for Dependents

1. Attached is copy of Book Dispatch No. 184, dated 13 February 1957, indicating the condition and circumstances under which employees can be paid or reimbursed for costs of medical travel and medical treatment of dependents.

2. Approving authority for such claims is rested with the Director of Personnel. Claims will be paid under Agency Regulations applicable to medical claims of employees covered by PL 110, paragraph 5 a(5)(c). (See [REDACTED]).

25X1C

25X1C

25X1A

DOC 74	REV DATE 04/04/80	BY 018995
ORIG COMP 38	OPI 38	TYPE 11
ORIG CLASS 5	PAGES 4	REV CLASS C
JUST 21	NEXT REV 20/0	AUTH: HR 10-2

CONFIDENTIAL

VIA: AIR

P
Y

DATE 13 February 1957

TO: All Chiefs of Station and Base

FROM: Director of Personnel

SUBJECT: General - Employees' Compensation Benefits
Specific - Medical Benefits for Dependents

ACTION REQUIRED: Advise Field Personnel

25X1C

1. This book dispatch announces a new policy, effective 21 September 1956, of medical travel and medical treatment for dependents of Organization staff employees and staff agents, except for detailed military personnel to whom the provisions of [REDACTED] continue to apply.

2. Pending publication of a regulation on this subject, the following policy is provided for the guidance of responsible officials and staff personnel:

a. Dependents of staff agents or staff employees who are stationed abroad (outside the continental limits of our country, its Territories or possessions) on a PCS basis in a locality where there is no suitable hospital or clinic will have benefits regarding medical travel similar to those available to staff personnel.

b. Dependents of a staff agent or staff employee who are stationed abroad, and who incur illness or injury while located abroad which is not the result of vicious habits, intemperance, or misconduct on their part, will have benefits similar to those available to staff personnel. The Organization may, in accordance with such regulations as it may prescribe, pay for that portion of the cost of treatment of each such illness or injury that exceeds \$35 up to a maximum limitation of 120 days of treatment for each such illness or injury, except that such maximum limitation shall not apply whenever headquarters, on the basis of professional medical advice, shall determine that such illness or injury clearly is caused by the fact that such dependent is or has been located abroad.

3. Since this program does not cover all aspects of medical requirements, it is suggested that personnel who have medical insurance and hospitalization policies may wish to continue them.

4. Work is under way to prepare the necessary regulations and procedures. In the interim, claims for all medical expenses incurred by staff agents and staff employees for their dependents on and after 21 September 1956 should be submitted for Headquarters consideration on a facsimile of the attached Form No. 1126, CLAIM FOR DEPENDENT MEDICAL CARE. Such claims should be accompanied by an explanation of any travel expenses incurred in order to provide hospitalization where no suitable hospital or clinic exists at the station or base of assignment, itemized receipted bills, and statements from attending physicians as to treatment given.

5. In cases involving dependents of individuals under nonofficial cover, or when other operational security requirements dictate, the information required in the attached form should be provided in a completely sterile manner, certified to by the employee, and, security permitting, signed by the adult dependent concerned.

Attachment H/W (1)
Form No. 1126

C O P Y

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CLAIM FOR DEPENDENT MEDICAL CARE

EMPLOYEE DATA

1. NAME OF EMPLOYEE (*Last-First-Middle*)
2. DATE OF BIRTH
3. EMPLOYEE STATUS
4. DUTY STATION

DEPENDENT DATA

5. NAME OF DEPENDENT (*Last-First-Middle*)
6. RELATIONSHIP TO EMPLOYEE
7. SEX
8. AGE
9. DATE DEPARTED U.S.
10. DATE OF ARRIVAL ABROAD
11. DATE OF DEPARTURE FROM OVERSEAS
12. DATE OF ARRIVAL IN U.S.
13. NATURE OF ILLNESS OR INJURY

13A. CAUSE OF ILLNESS OR INJURY

14. WAS DEPENDENT ADMITTED TO A HOSPITAL FOR IN-PATIENT CARE?
YES NO

15. IF YOU HAVE ANSWERED "YES" FOR ITEM 14 ABOVE, FURNISH NAME AND ADDRESS OF HOSPITAL

16. IF YOU HAVE ANSWERED "NO" TO ITEM 14 ABOVE, INDICATE NATURE OF TREATMENT OBTAINED AND REASONS WHY DEPENDENT WAS NOT HOSPITALIZED

17. NAME AND ADDRESS OF ATTENDING PHYSICIAN

18. AMOUNTS CLAIMED \$ (ITEMIZE AND ATTACH BILLS AND RECEIPTS)

19. EXACT DATES OF HOSPITALIZATION (*Admission & discharge*)
20. INCLUSIVE DATES UNDER PHYSICIAN'S CARE

21. IS DEPENDENT COVERED BY ANY HOSPITALIZATION OR MEDICAL INSURANCE PLAN?
YES NO

22. IF YOU HAVE ANSWERED "YES" TO ITEM 21, GIVE NAME AND ADDRESS OF INSURANCE COMPANY AND STATE WHETHER CLAIM HAS BEEN SUBMITTED TO THAT COMPANY AND ACTION TAKEN ON THE CLAIM

CERTIFICATION

I hereby certify that the above statements are true to the best of my knowledge and belief and that the amounts claimed in item 18 above do not include amounts paid or payable by any insurance company with which the above-named dependent is insured.

I further certify that the illness or injury described above was not the result of vicious habits, intemperance or misconduct on the part of the above-named dependent and claim is made for reimbursement of the amounts indicated in item 13.

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DATE
24. SIGNATURE OF DEPENDENT (*If adult*)
25. DATE
26. SIGNATURE OF EMPLOYEE

~~CONFIDENTIAL~~~~SECRET~~

5 March 1957

FINANCE DIVISION NOTICE NO. ^N9SUBJECT: Dissemination of Policy, Legal and Procedural Interpretations
and Decisions to Class "A" Stations

1. In order that Field Finance and Certifying Officers may be informed of interpretations and decisions affecting their area of responsibility, it is desired that policy, legal and procedural interpretations and decisions of general interest be disseminated to all Class "A" Stations.
2. Such interpretations and decisions may arise as a result of questions received from field stations, legal decisions, Finance Division or Comptroller memoranda, etc. In order that consideration may be given to the general release of such material, all employees are requested to bring appropriate material to the attention of their Branch Chiefs, who will, if they consider general release appropriate, refer the matter to the Chief or Deputy Chief, Finance Division for final decisions. General release will normally be accomplished by Book Dispatch prepared for the signature of the Chief or Deputy Chief, Finance Division.

25X1A

DOC 15	REV DATE 04/04/80	BY 018995
ORIG COMP 38	OPI 38	TYPE 11
ORIG CLASS 5	PAGES 1	REV CLASS C
JUST 22	NEXT REV 2010	AUTH: HK 10-2

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30 January 1957

FINANCE DIVISION NOTICE NO. 7

SUBJECT: Policy Applicable to Payment of Post Differentials to Employees TDY and on Detail to Another Post

1. Under date of 25 September 1956 the Office of General Counsel rendered an opinion covering the payment of differentials to employees traveling between foreign and territorial areas which has been disseminated to [REDACTED] 13 December 1956.

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2. In substance, the opinion covers the following points which are made available as Agency policy and for purposes of assisting in advising employees whether foreign and territorial post differentials are to be paid in connection with TDY and "on detail" assignments:

- a. In any instance where a PCS employee entitled to a foreign post differential is assigned TDY or "on detail" to a territory or possession, such assignment is considered to be an assignment from a post classified for differential to a post or area classified for differential at a lower rate consistent with the Standardized Regulations, paragraph 115 g which indicates that posts within United States its territories and possessions are classified as "zero" for differential. The fact that the territorial post differential is more or less than the foreign post differential of an employee's permanent PCS station is immaterial.
- b. An employee PCS at a territorial post assigned TDY for any period of time to a foreign post whether classified for differential or not is entitled to the territorial post differential for the duration of the assignment.
- c. An employee PCS at a territorial post assigned "on detail" to a foreign post, i. e., performing duties which involve carrying out functions of the post to which detailed, for a period of 60 days or more is entitled to the foreign post differential for the duration of the "on detail" assignment. The territorial post differential stops at the time of the employee's departure from the territorial post and is reinstated on return. No differential, territorial or foreign, is payable should the "on detail" period be for less than 60 days.

DOC 76	REV DATE 04/04/60	BY 01893J
ORIG COMP 28	OPI 38	TYPE 4
ORIG CLASS 55	PAGES 2	REV CLASS
JUST 2	NEXT REV 20/0	AUTH: HR 10-2

~~CONFIDENTIAL~~

- d. An employee PCS at a foreign post classified for differential assigned TDY or "on detail" for 14 days or less to a territorial post is entitled to the foreign post differential during his TDY assignment.
- e. An employee PCS at a foreign post classified for differential assigned "on detail" as defined in the Federal Personnel Manual, for a period in excess of 14 calendar days to a territorial post is entitled to the territorial post differential for the duration of the assignment. The foreign post differential stops at the time of the employee's departure from the PCS post and is reinstated upon the employee's return.
- f. An employee PCS at a foreign post classified for differential assigned TDY for a period in excess of 14 calendar days to a territory shall become ineligible for post differential, territorial and foreign, during his TDY assignment. The foreign post differential stops at the time of the employee's departure from his PCS post and is reinstated upon the employee's return.
- g. An employee PCS at a foreign post classified for differential assigned TDY or "on detail" for a period of less than 60 calendar days to a foreign post classified for differential at a higher rate is entitled to the post differential applicable to the employee's PCS post.
- h. An employee PCS at a foreign post classified for differential assigned TDY or "on detail" for a period of 60 calendar days or more to a foreign post classified for differential at a higher rate is entitled to the post differential applicable to the TDY or "on detail" post for the duration of the employee's assignment. The post differential applicable to PCS post stops at the time of the employee's departure and is reinstated upon the employee's return to his PCS post.
- i. An employee PCS at a foreign post classified for differential assigned TDY or "on detail" for a period of less than 14 calendar days to a foreign post classified for differential at a lower rate or an unclassified rate is entitled to the post differential applicable to the employee's PCS post.
- j. An employee PCS at a foreign post classified for differential assigned TDY or "on detail" for a period of 14 days or more to a foreign post classified for differential at a lower rate or an unclassified rate is entitled to the post differential applicable to the TDY or "on detail" post for the duration of the employee's assignment. The post differential applicable to PCS post stops at the time of the employee's departure and is reinstated upon the employee's return to his PCS post.

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Chief, Finance Division

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FINANCE DIVISION NOTICE NO. 6

3 January 1957

SUBJECT: General Ledger Account 125.0 - Foreign Monies on Hand

1. As of 1 January 1957, the Accounts Branch will discontinue, and the Monetary Branch will be responsible for, the maintenance of the subsidiary records of the General Ledger Account 125.0, Foreign Monies on Hand.

25X1C

2. Monthly the Monetary Branch will prepare a trial balance of the subsidiary records reflecting the total dollar value together with the number of units and dollar value of each currency on hand. The Accounts Branch will verify the total dollar value shown on the trial balance to the general ledger account. After verification the trial balance will be annotated "Verified by _____, date _____" and returned to the Monetary Branch.

3. The Monetary Branch will be responsible for the preparation and dissemination of all information (formal reports and otherwise) relative solely to foreign monies.

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DOC	77	REV DATE	04/04/80	BY	01899.5
ORIG COMP	38	OPI	38	TYPE	11
ORIG CLASS	S	PAGES	1	REV CLASS	C
JUST	22	NEAT REV	2010	AUTH	HA 10-2

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CONFIDENTIAL

23 January 1957

FINANCE DIVISION NOTICE NO. 5**SUBJECT: Establishing Due Dates for Advances of Confidential Funds**

1. In order to give recognition to document processing time, due dates for advances of Confidential Funds will be established in the following manner:

- (a) When Notification of Transfer of Funds or Accounts is processed at Headquarters for charge to an individual's advance account, the due date reflected in the T/A will be the date established for liquidation of the advance, except that in no case will the due date established in Headquarters records be less than the third month after the month in which the T/A is dated.
- (b) When individual advances are made at Class B stations which are to be accounted for at Headquarters, the due date will be the date established by the station for liquidation of the advance, except that in no case will the due date be reflected as less than the third month after the month of the advance.
- (c) Due dates on individual advances made by Headquarters will be the dates reflected on requests for advances, except that in no case will the due date be reflected as less than the third month after the month of the advance.
- (d) Due dates in accounting records will be reflected as three digit numbers by combining the month and calendar year. For example, the due date for an advance made 11 July 1956 will be reflected in accounting records as 106 (October 1956).

2. Certifying Officers will review Requests for Advances applicable to PCS transfers to Class B Stations to assure that the due dates established is consistent with this policy. Exception to the above manner of establishing due dates may be made by the Certifying Officer when information is available which indicates a more realistic basis for establishing the due date.

3. Any change in an established due date will be made in accordance with the procedures outlined in Finance Division Notice No. 733.

4. This publication rescinds Finance Division Notice No. 873 dated 9 July 1956.


Chief, Finance Division

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COG	28	REV DATE	04/04/60	BY	018995
ORIG COMP	28	OPI	38	TYPE	11
ORIG CLASS	5	PAGES	1	REV CLASS	C
JUST	22	NEXT REV	20/0	AUTH:	HR 10-2

25X1A

~~CONFIDENTIAL~~~~SECRET~~

27 November 1956

FINANCE DIVISION NOTICE No. ^N4

SUBJECT: Shipment of Automobile Via Foreign Vessel.

1. The Office of General Counsel rendered a decision dated 29 October 1956 on the above subject which states in effect that the shipment of automobiles falls within the purview of Section 901 of the Merchant Marine Act of 1936 (29 Stat. 2015, 46 USC 1241 (1952)), as amended, as well as sea shipments involving persons and property.

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Chief, Finance Division

DOC	79	REV DATE	04/04/80	BY	01899.5
ORIG COMP	38	OPI	38	TYPE	11
ORIG CLASS	5	PAGES	1	REV CLASS	C
JUST	2	NEXT REV	2010	ALPH	HR 70-2

~~CONFIDENTIAL~~~~SECRET~~

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FINANCE DIVISION NOTICE NO. ~~SECRET~~

6 November 1956

SUBJECT: FD Notice No. 887, entitled "Per Diem - Travel Between United States and Foreign Localities"

There is quoted below a memorandum for Chief, Finance Division, dated 20 September 1956, signed by Chief, WE:

"1. With regard to subject and its discussion by you and [redacted] of WE/Admin, the undersigned has prescribed the domestic rate for the portion of travel occurring within the United States. This policy is retroactive to 1 August 1956, the effective date of Bureau of the Budget Circular No. A-7, revised, dated 22 June 1956, regardless of mode of travel used.

2. Hereafter, the following terminology will be used on all travel orders authorizing travel between the U. S. and Foreign Localities: "Domestic rate of \$12.00 per diem authorized for portion of travel occurring within the United States".

[redacted]
Chief, WE

[redacted]
Chief, Finance Division

DOC	80	REV DATE	04/04/80	BY	018935
ORIG COMP	38	OPI	38	TYPE	11
ORIG CLASS	S	PAGES	1	REV CLASS	C
JUST	22	NEXT REV	2010	AUTH	HR 10-2

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CONFIDENTIAL

31 December 1963

CONFIDENTIAL FUNDS DIVISION MEMORANDUM

SUBJECT: Review of Existing Notices and Procedures

REFERENCE: Confidential Funds Division Notice No. 1 - Amendment No. 1

1. Attached is a list of Confidential Funds Division Notices and Operating Procedures currently in effect which require review for determining need for revision or rescission. The list has been prepared under the headings of those Branches and Units which are most affected by the Notices and Procedures with several issuances requiring joint review.

2. It is requested that each Branch and Unit review the issuances assigned to them and notify the Chief, Confidential Funds Division regarding the following:


- a. Issuances which are obsolete and should be rescinded.
- b. Issuances which require revision due to change in procedures or requirements.
- c. Issuances which require no revision and can be reprinted without changes.

3. Each Branch and Unit should forward their comments on those issuances falling into categories "a" and "c" above to the Chief, Confidential Funds Division prior to 3 February 1964. Issuances in category "b" should be rewritten in the appropriate form and forwarded to Chief, Confidential Funds Division by 3 March 1964.

4. After receipt of the above information, all issuances in effect at that time will be reprinted and renumbered in new series. Obsolete and cancelled issuances held by Branches and Unit can then be destroyed as a central file of the cancelled issuances will be maintained in the Office of the Chief, Confidential Funds Division.

DOG	REV DATE	BY	018993
ORIG COMP	OPI	TYPE	11
ORIG CLASS	PAGES	REV CLASS	11
JUST	NEXT REV	AUTH:	HR 78-2

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Deputy Chief, Confidential Funds Division

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Approved For Release 2001/08/29 : CIA-RDP78-05747A000700030001-9

Approved For Release 2001/08/29 : CIA-RDP78-05747A000700030001-9

19 December 1963

CONFIDENTIAL FUNDS DIVISION (Formerly Finance Division)

Notice No. 1 - Amendment No. 1

SUBJECT: General -- Finance Division Series of Issuances
Specific - Redesignate as "Confidential Funds Series of Issuances"

REFERENCE: Finance Division Operating Procedure 5-130 (Revised 7 November 1956)

1. This amendment is issued, pursuant to organizational changes effective 18 November 1963, whereby "Finance Division" has been renamed "Confidential Funds Division", for the purpose of indicating that the series of issuances heretofore titled "Finance Division Operating Procedures" and "Finance Division Notices" are hereby retitled "Confidential Funds Division Operating Procedures" and "Confidential Funds Division Notices" respectively. Finance Division Notices and Procedures presently in effect shall hereafter be referred to by the new designation and will not be reissued at this time solely to change the designation. Reference to the "Chief, Finance Division" as an individual in the Procedures and Notices now in effect shall be considered as changed to the Chief, Confidential Funds Division". In addition, references to the "Comptroller" in such issuances shall be considered as changed to the "Director of Finance".

2. In the near future, existing issuances will be reviewed with respect to revision or rescission, after which a check list of Confidential Funds Division Notices and Operating Procedures still in effect will be issued.

3. Attached is a list of Finance Division Notices and Operating Procedures which are currently in effect and are now designated as Confidential Funds Division Notices and Operating Procedures.


Deputy Chief, Confidential Funds Division

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LIST OF CURRENT CONFIDENTIAL FUNDS DIVISION OPERATING PROCEDURES

Current Operating Procedures

✓ 5-100-10	4 August 1955	✓ 30-8	3 June 1955
✓ 5-110-1	16 January 1958	✓ 30-8-1	30 March 1956 20 March 56
✓ 5-130	7 November 1956	✓ 30-8-2	10 June 1957 10 June 54
✓ 7-1	16 August 1954	✓ 30-8-3	21 October 1957
✓ 10-14	1 October 1958	✓ 30-10	1 March 1954 7 March 60
✓ 20-6	4 June 1954 13 Jan 58	✓ 30-10-1	22 May 1956
✓ 20-7	2 October 1958	✓ 30-10-3	28 March 1958
✓ 30-1-1	14 January 1959	✓ 30-11	1 July 1959
✓ 30-1-2	2 October 1963	✓ 30-12	5 October 1959
* ✓ 30-2	7 January 1955	✓ 30-15-2	25 September 1956
✓ 30-2-1	30 March 1955	✓ 30-100-5	16 September 1959
✓ 30-2-2	7 June 1956	✓ 30-100-10	8 July 1955
✓ 30-2-3	17 January 1957	✓ 30-110	1 June 1955
✓ 30-3	7 January 1954	✓ 30-110-1	12 December 1956
✓ 30-3-1	28 July 1955	✓ 30-130-2	16 September 1955
✓ 30-3-2	27 November 1956	* ✓ 30-210-1	13 May 1957
✓ 30-3-3	21 January 1954	✓ 30-220	15 September 1955
✓ 30-3-4	15 August 1957	✓ 30-320	28 September 1958 28 Nov 58
✓ 30-3-5	2 September 1955	✓ 30-350	19 April 1954
✓ 30-3-6	15 March 1961 10 July 62	✓ 30-350-1	1 June 1954
✓ 30-7	21 January 1954	✓ 30-350-4	8 March 1954
✓ 30-7-1	30 August 1954	✓ 30-350-5	9 April 1958
✓ 30-7-2	18 March 1955	✓ 30-420-1	19 January 1959
✓ 30-7-3	27 July 1955	✓ 30-430	6 February 1962
✓ 30-7-4	16 January 1956	✓ 30-1500-1	14 September 1956
* ✓ 30-7-5	12 March 1956	✓ 34-150	6 October 1955
✓ 30-7-6	7 November 1956	✓ 40-6	21 February 1957
✓ 30-7-7	--	✓ 40-150	3 March 1954
✓ 30-7-8	1 December 1958	✓ 250-200	13 June 1957

~~SECRET~~

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**Attachment to Amendment No. 1
of Confidential Funds
Division Notice No. 1**

LIST OF CURRENT CONFIDENTIAL FUNDS DIVISION NOTICES

Current Notices Nos.

220 - A-14 19 July 1951
324 - A-40 31 January 1952
337 - A-45 4 March 1952
348 - A-46 24 March 1952
368 - A-48 29 April 1952
484 - A-54 17 November 1952
545 - A-64 15 June 1953
555 - A-66 15 July 1953
573 - A-70 14 September 1953
591 - A-75 ✓ 8 December 1953
598 - A-76 ✓ 2 February 1954
654 - A-81 ✓ 27 October 1954
733 - A-95 ✓ 20 May 1955
737 - A-96 ✓ 10 June 1955
763 - A-99 ✓ 20 September 1955
794 - A-103 ✓ 21 November 1955
865 - A-106 ✓ 29 December 1955
806 - A-107 ✓ 30 December 1955
840 - A-114 ✓ 9 April 1956
896 - A-132 ✓ 25 September 1956
682 - A-135 ✓ 7 December 1954
799 - A-138 ✓ 14 December 1955
✓ 1 19 November 1956
✓ 2 5 December 1957
✓ 3 6 November 1956
✓ 4 27 November 1956
✓ 5 23 January 1957
✓ 6 3 January 1957
✓ 7 30 January 1957
✓ 8 5 March 1957
✓ 10 5 March 1957
✓ 11 11 March 1957
✓ 13 10 April 1957
✓ 14 16 May 1957
✓ 17 19 June 1957
✓ 18 24 June 1957
✓ 19 3 July 1957
✓ 21 31 July 1957
✓ 23 20 August 1957
✓ 24 20 August 1957

✓ 25 22 August 1957
✓ 26 26 August 1957
✓ 27 30 August 1957
✓ 28 12 September 1957
✓ 29 19 November 1957
✓ 30 22 January 1958
✓ 33 22 May 1958
✓ 37 20 June 1958
✓ 38 7 July 1958
✓ 39 7 July 1958
✓ 40 7 July 1958 10 Sept 59
✓ 41 7 July 1958
✓ 42 7 July 1958
✓ 43 7 July 1958
✓ 44 7 July 1958
✓ 45 7 July 1958
✓ 46 8 July 1958
✓ 47 8 July 1958
✓ 48 8 July 1958
✓ 49 9 July 1958
✓ 50 9 July 1958
✓ 51 1 November 1962 (10 July 58)
✓ 52 11 July 1958
✓ 53 11 July 1958
✓ 54 14 July 1958
✓ 55 11 July 1958
✓ 56 11 July 1958
✓ 57 11 July 1958
✓ 58 14 July 1958
✓ 59 14 July 1958
✓ 60 14 July 1958
✓ 61 14 July 1958
✓ 62 14 July 1958
✓ 63 14 July 1958
✓ 64 14 July 1958
✓ 65 14 July 1958
✓ 66 14 July 1958
✓ 67 14 July 1958
✓ 68 5 March 1959
* 69 11 August 1959 (21 July 59)

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LIST OF CURRENT CONFIDENTIAL FUNDS DIVISION NOTICES

Current Notices Nos.

✓70	20 August 1958
✓71	3 September 1958
✓72	9 June 1959
✓73	13 August 1959
✓74	18 January 1960
✓76	2 May 1960
✓77	5 May 1960
✓78	16 May 1960
✓79	20 June 1960
* 80	23 June 1960
✓81	25 August 1960
* 82	1 September 1960
✓83	16 September 1960
✓84	24 October 1960
✓85	7 November 1960
✓86	15 November 1960
✓87	18 January 1961
✓88	22 March 1961
✓90	4 December 1961
✓91	9 February 1962
✓92	27 March 1962
* 93	29 March 1962
✓94	1 November 1962

* Not Here

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~~CONFIDENTIAL~~~~SECRET~~December 1957
(Destroy after 1 April 1958)

FINANCE DIVISION MEMORANDUM

SUBJECT: Revision of Prior Notices

NOV 82	REV DATE 07/04/89	BY 01899.5
ORIG COMP 38	ORI 38	TYPE 11
ORIG CLASS 5	PAGES 12	REV CLASS 5
JUST 22	NEAR REV 3010	ASCH: HR 10-2

1. Attached hereto is Finance Division Notice No. 2, dated 19 November 1957 which identifies those Finance Division Notices issued prior to 19 November 1956 which are considered to be still in effect. To simplify filing and future referencing, these have been renumbered in an "A" series.

2. The above selection was made as a result of a preliminary, uncoordinated review. It is therefore recognized that some of these issuances may in fact be obsolete or in need of substantial revision. To accomplish the necessary revisions and revisions there is also attached hereto a separate listing reflecting the particular Branch or Branches of the Finance Division most affected by these notices. It is requested that each Branch review the list assigned to it (see attached) and notify the Chief, Finance Division,

identifying the following:

- a. Notices which are obsolete and therefore should be rescinded.
- b. Notices which are in need of revision.
- c. Notices which may be reissued without change.
- d. Notices which should be incorporated into a current Notice or FDOP.

3. It is requested that the list of notices falling into categories "a" and "c" above be forwarded to the Chief, Finance Division prior to 1 February 1958. Notices which fall into category "b" or "d" should be rewritten in the appropriate form and forwarded to the Chief, Finance Division prior to 1 April 1958. It is thus contemplated that by 1 April 1958, all notices issued prior to 19 November 1956 will have been rescinded and, where appropriate, replaced by a notice in the current series.

4. Notices which are not listed on Finance Division Notice #2 are to be considered as rescinded, effective this date. One central file of these notices will be retained in the Office of the Chief, Finance Division. Copies held by Branches and Sections should be destroyed. No review is required prior to destruction. However, if it is discovered that any provisions of a canceled notice are essential to the operation of a branch, a revised notice should be prepared for inclusion in the new series, or the material should be designated for incorporation in a revision of an existing Notice or FDOP. In a few instances, notices which are cancelled may contain appointments of approving officers which are still in effect. These notices may be retained and applied.

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Chief, Finance Division

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Approved For Release 2001/08/29 : CIA-RDP78-05747A000700030001-9

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Attachment to Finance Division Memorandum
Dated 5 December 1961

REFERENCE: Paragraph 2 - Branch Chief Assignments

<u>Accounts Branch</u>	<u>Compensation and Tax Accounts Branch</u>	<u>Operations and Liaison Branch</u>	<u>Monetary Branch</u>	<u>ICAB</u>	<u>Administrative Office - Finance Division</u>
A-2	A-3	A-1	A-4	A-16	A-30
A-38	A-10	A-5	A-17		A-35
A-56	A-11	A-6	A-26		A-47
A-64	A-13	A-7	A-27		A-50
A-66	A-19	A-8	A-28		A-51
A-70	A-22	A-9	A-45		A-52
A-76	A-33	A-12	A-46		A-53
A-82	A-34	A-14	A-54		A-55
A-87	A-39	A-15	A-57		A-59
A-96	A-41	A-18	A-63		A-62
A-97	A-43	A-20	A-81		A-71
A-102	A-44	A-21	A-135		A-73
A-103	A-67	A-23			A-74
A-114	A-68	A-24			A-75
A-120	A-80	A-25			A-77
A-121	A-84	A-29			A-93
A-122	A-91	A-31			A-100
A-129	A-98	A-32			A-104
A-134	A-106	A-36			A-109
A-136	A-112	A-37			A-115
A-138	A-123	A-40			A-118
	A-124	A-42			A-128
	A-132	A-43			
		A-48			
		A-49			
		A-58			
		A-60			
		A-61			
		A-65			
		A-69			
		A-72			
		A-78			
		A-79			
		A-83			

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Approved For Release 2001/08/29 : CIA-RDP78-05747A000700030001-9

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19 November 1957

FINANCE DIVISION NOTICE #2

SUBJECT: Recision of Certain Notices Issued Prior to 19 November 1956

Attached hereto is a list of Finance Division Notices issued prior to 19 November 1956 which are considered to be in effect as of this date. All other notices not listed on the attachment are to be considered as rescinded. In a few instances, the rescinded notices may contain delegations of authority or other provisions which remain in effect. Copies of these notices may be retained and their contents applied. All other rescinded notices held by Branches and Sections should be destroyed. One copy of each rescinded notice will be retained for reference in the files of the Chief, Finance Division.

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Chief, Finance Division

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For FDN No.	Revised FDN No.	Subject Matter	Original Date of Notice
#167	A-1	Disbursement Limitation - Disbursements of over \$50,000 must be approved by the Chief or Deputy Chief, Finance Division	6 April 1951
#173	A-2	Key Money - No certification until Chief, Accounts Branch has indicated that a memo account has been established	10 May 1951
#179	A-3	Payment of Transfer Allowance	21 May 1951
#181	A-4	Spot Count of Cash	28 May 1951
#182	A-5	Imprest Funds for Normal Use	28 May 1951
#197	A-6	Recreation Equipment	19 June 1951 25X1A
#198	A-7	Administrative Proceeding Center	19 June 1951
#199	A-8	Accounting Records -	19 June 1951
#200	A-9	Delegations of Authority Center	19 June 1951
#204	A-10	Payroll Files - Duty Status Reports (to be filed in Payroll by Stations and Pay Period)	28 June 1951
#209	A-11	Agent Payrolls	9 July 1951
#210	A-12	Project Review Committee	11 July 1951
#218	A-13	Renewal or Amendments of Contracts with Agents and Covert Specialists	17 July 1951
#220	A-14	Legal Interpretation of the Term "Substantial Compliance" (Memo from OGC dated 13 July 1951)	19 July 1951
#222	A-15	Delegation of Priorities Authority - (General Smith's letter delegating to Chief Procurement certain authorities per Chairman, Munitions Board)	24 July 1951
#226	A-16	Reconciliation of Bank Statements by Audit Office	3 August 1951
#227	A-17	Assignment of Certain Responsibilities to the Monetary Branch - Safekeeping	3 August 1951
#231	A-18	Travel Orders and Travel Vouchers (Memo for the Record with Respect to Interviewees)	8 August 1951

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Attachment "A"

Finance Division Notice #2

19 November 1957

Former FDN No.	Revised FDN No.	Subject Matter	Original Date of Notice
#232	A-19	Allowances for [REDACTED] Method of Determining Entitlement of Post Differential or Allowances	25X1A 9 August 1951
#233	A-20	Taxicab Vouchers and Petty Cash Funds in Con- nection Therewith	13 August 1951
#234	A-21	Recording and Control of Key Money and Related Accounts	12 August 1951
#235	A-22	Individual Retirement Records and Control Accounts (To Chief, Payroll attaching Memo from Chief, Audit describing action which should be taken in connection therewith)	12 August 1951
#236	A-23	Official Foreign Travel of Deputy Director, Assistant Director and Designated Subordinates (refers to actual expenses)	
#237	A-24	Official Entertainment Expenses of Deputy Directors and their Assistants	
#238	A-25	Official Entertainment Expenses of Assistant Direc- tors and Designated Subordinates	15 August 1951
#240	A-26	Standard Operating Procedure for Processing Pay- ments on Sensitive Covert Projects	16 August 1951
#241	A-27	Procedure for Handling Bank Statements	August 1951
#242	A-28	Procedure for the Handling of Spoiled and Cancelled Checks	August 1951
#244	A-29	Advances - General Information (Specifically infor- mation needed in Request to Identify Purpose of Advance)	22 August 1951
#245	A-30	Postage Stamps - Acquisition, Custody and Issu- ance thereof by Finance Division	18 September 1951
#250	A-31	Claims for Loss of Personal Property [REDACTED]	25X1A 28 August 1951
#252	A-32	Language Training, Tuition Fees and Related Travel (All expenses, except travel, to Training Allot- ment; travel expenses to related project or office)	28 August 1951

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Attachment #19
Finance Division Notice #2
19 November 1957

<u>Former FDN No.</u>	<u>Revised FDN No.</u>	<u>Subject Matter</u>	<u>Original Date of Notice</u>
#265	A-33	OPC/OSO Housing, [REDACTED]	5 September 1951A
#266	A-34	Post Office Boxes	2 October 1951
#277	A-35	Issuance of Travel Orders - Finance Personnel	19 October 1951
#283	A-36	Disbursements on Behalf of Senior Agency Representatives	6 October 1951
#288	A-37	Travel Performed by Invitees, Consultants and other Specialized Categories of Individuals	8 November 1951
#299	A-38	Proposed Procedure for Handling and Recording Reports from Proprietary Projects	29 November 1951
#318	A-39	Annual and Sick Leave Regulations - Civil Service Commission	14 January 1952
#324	A-40	Filing of Agents Receipts (T/N)	31 January 1952
#327	A-41	Regulations Controlling the Payment of Post Differentials to Unvouchered Funds Employees	7 February 1952
#328	A-42	PRC Directed that any Project Amendment must be approved by the PRC	12 February 1952
#330	A-43	Regarding Payments to Military Personnel	14 February 1952
#331	A-44	Retirement Deductions for Military Staff Agents	18 February 1952
#337	A-45	Control of Cash Payment Receipts	4 March 1952
#348	A-46	Request for Funds (via Banking Means) - DD/P Memo directing 24 hours notice to FD	24 March 1952
#349	A-47	Carrying of Safe Combinations on Person Forbidden	March 1952
#368	A-48	Safehouses (Leases and Deeds)	29 April 1952
#377	A-49	Project Review Committee's Action	7 May 1952
#378	A-50	Preparation of Correspondence and Route Slips	13 May 1952
#399	A-51	Top Secret Control Procedure	
#435	A-52	Internal Security	23 July 1952

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Attachment "A"

Finance Division Notice #2

19 November 1957

Former FDN No.	Revised FDN No.	Subject Matter	Original Date of Notice
#453	A-53	Personnel Qualification Questionnaire	11 September 1952
#484	A-54	Handling and Filing of Counter Checks	17 November 1952
#496	A-55	Use of Liquor in CIA Buildings	17 December 1952
#501	A-56	Class "A" Station Accountings - Reconciling and Recording Authorization to Accounts Branch	7 January 1953
#513	A-57	Authorization for the Senior Representatives, [REDACTED]	25X1A 6 February 1953
#514	A-58	Approval of Language Training [REDACTED]	10 February 1953 25X1A
#516	A-59	Internal Security - Office of the Comptroller	12 February 1953
#517	A-60	Travel Allowances for Individuals Going from Germany to the Far East	17 February 1953
#527	A-61	Language Training, Tuition Fees, etc. (Ref. FDN- No. 252) a. Expenses Stateside to Training Allotment b. Expenses Overseas to Station or Project concerned	16 April 1953
#535	A-62	Compromise of Pseudonym (attaching T/N with pseudonym receipt or vouchers)	22 April 1953
#539	A-63	Security Check in Room 2210, I Building (Vault)	7 May 1953
#545	A-64	Documentation and Follow-up on Proprietary [REDACTED] [REDACTED] Projects	15 June 1953 25X1A
#548	A-65	Transportation Purchased, Control of	1 July 1953
#555	A-66	Identification and Recording of Allotment Expenditures	15 July 1953
#560	A-67	Income Tax Returns, Discontinue direct trans- mittal of Tax Returns to Bureau of Internal Revenue	7 August 1953
#568	A-68	Notification of Leave Balances and Questions Pertaining Thereto	4 September 1953

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Attachment "A"

Finance Division Notice #2

19 November 1957

Former FDN No.	Revised FDN No.	Subject Matter	Original Date of Notice
#569	A-69	Dispatch from WAC [REDACTED] (Special Authorization to Senior Representative to approve local purchases up to the amount of \$1,000 per live item)	25X1A 3 September 1953
#573	A-70	Miscellaneous Receipts - Coding by Symbol	14 September 1953
#579	A-71	Reduction in Cable Traffic	19 October 1953
#582	A-72	Recording of Refunds of Operational Advances	28 October 1953
#585	A-73	Use of Abbreviations (don't use DCI or DDGI)	16 November 1953
#589	A-74	Material Received from other Components of the Government	4 December 1953
#591 ✓	A-75	Tardiness	8 December 1953
#599 ✓	A-76	Cost of Travel, Transportation and Household Effects (including storage) - Fiscal Year Chargeable	2 February 1954
#601	A-77	Duty Officers	25 January 1954
#610 ✓	A-78	Decentralization of Follow-up Control System	1 March 1954
#619 ✓	A-79	Training Courses - Personnel refrain from presenting questions, information, or opinions in classes	12 February 1954
#625	A-80	Terminal Leave Refunded (Ref. FDN #573, Misc. Receipts)	15 April 1954
#654 ✓	A-81	U. S. Dollar Payments Overseas - Applying to Payments in connection with Salaries, Allowances and other Personal Services (Revised)	27 October 1954
#658 ✓	A-82	Transfer Authorizations Received from Field Stations (Refers to FDOP 30-8 dated 23 July 1954; however, present FDOP 30-8 is dated 3 June 1955)	20 August 1954

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Attachment "A"

Finance Division Notice #2

19 November 1957

<u>Former FDN No.</u>	<u>Revised FDN No.</u>	<u>Subject Matter</u>	<u>Original Date of Notice</u>
#669 ✓	A-83 ✓	Per Diem Allowance During Headquarters Debriefing Period for Employees Returning from Overseas for Home Leave and PCS Transfer to Washington (31 CG 439 (1952))	13 October 1954
#671 ✓	A-84 ✓	Recording of Amounts Recovered by Civil Service Commission by Offset of Retirement	14 December 1954
#673 ✓	A-85 ✓	Processing of Claims under [REDACTED] (Obligation and Expenditure of Funds)	21 October 1954 25X1A
#684 ✓	A-86 ✓	Deductions for Meals Furnished Agency Personnel in connection with Official Entertainment	27 April 1955
#692 ✓	A-87 ✓	Transfer Authorization (T/A), Form No. 33-9, Preparation of (Original and one copy to Field Station)	4 January 1955
#698 ✓	A-88 ✓	Travel on an Actual Expense Basis - Approval by DD/S	2 February 1955
#700 ✓	A-89 ✓	Administration of the Clandestine Services	8 February 1955
#701 ✓	A-90 ✓	Establishment of Office of Deputy Director (Support)	9 February 1955
#705 ✓	A-91 ✓	Preparation and Signature of Unemployment Compensation Claims (Forms ES-931)	4 March 1955
#716 ✓	A-92 ✓	Partial Shipments of Household Goods and Personal [REDACTED]	31 March 1955 25X1A
#719 ✓	A-93 ✓	Designation of Finance Division Authorized Classifiers (Ref. Comp. Inst. #7)	4 March 1955
#727 ✓	A-94 ✓	Accounting for Funds Furnished Agents Penetrating Denied Areas	26 April 1955
#733 ✓	A-95 ✓	Changes in Due Dates (No change for less than three months)	20 May 1955
#737 ✓	A-96 ✓	Preparation of Posting Vouchers (Complete detail needed as to Signature; explanation and certification)	10 June 1955
#750 ✓	A-97 ✓	Routing of Pertinent Documentation to Accounts Branch	3 August 1955

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Attachment "A"

Finance Division Notice #2

19 November 1957


Former FDN No.	Revised FDN No.	Subject Matter	Original Date of Notice
#761 ✓	A-98 ✓	[REDACTED]	20 September 1955A
25X1A #763 ✓	A-99 ✓	Manner of Designating Approving Officers [REDACTED]	20 September 1955
#775 —	A-100	Definition Vital Document (Ref: FDOP 5-100-10)	28 September 1955
25X1A #788 —	A-101	Maximum TDY Per Diem (180 Days) - Tentative Regulation [REDACTED] Per Diem (Change 2) (See also [REDACTED] (First 60 days \$12.00/ Next 120 days \$8.00/)	21 October 1955
25X1A #791 ✓	A-102 ✓	[REDACTED]	16 November 1955
#794 ✓	A-103 ✓	Audit Reports - Class "A" Stations (Accounts Branch Responsible)	21 November 1955
#803 ✓	A-104 ✓	Building Evacuation Plan	21 December 1955
#805 ✓	A-105 ✓	Approving Officers - Distinction offered to clarify the Difference between the Admin- istration Responsibilities of Designated Approving Officers and the Audit and Certi- fication of Finance Documents [REDACTED] (Ref: FDN #763)	25X1A 29 December 1955
#806 ✓	A-106 ✓	Annual Leave (Policy of Agency that Employee to be given every opportunity to use their earned leave)	29 December 1955
#807 ✓	A-107 ✓	Imprest Stamp Account [REDACTED] (when designated custodian changed account will be cleared before changeover effected)	25X1A 30 December 1955
#807 —	A-108	Submissions of Approvals by DD/S, DCI, or DDCI	3 January 1956
#810 ✓	A-109 ✓	Preparation of Correspondence for DD/S Approval- Subject: Approval of Lapsed Appropriations Charge	20 January 1956
#811 ✓	A-110 ✓	Waiver of Accounting Regulations by a Contract Approved by a Special Contracting Officer - SCO Cannot Waive Accounting Requirement in an Agent's Contract	23 January 1956

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Attachment A
Finance Division Notice #2
19 November 1957

<u>Former FDN No.</u>	<u>Revised FDN No.</u>	<u>Subject Matter</u>	<u>Original Date Of Notice</u>
#813	A-111	Organization of CIA Clandestine Services	6 February 1956
#832 ✓	A-112 ✓		19 March 1956 25X1A
#834 ✓	A-113 ✓	Delegation of Authority - SSA-DD/S Authorized to Approve actual subsistence expenses, not to exceed \$25.00 per day	19 March 1956
#840 ✓	A-114 ✓	WSHEADSET - Transfer Authorizations	9 April 1956
#852 ✓	A-115 ✓	Payment of Cash Awards to Agency Personnel	11 May 1956
#854 ✓	A-116 ✓	Advance of Funds for Travel - Advances of Funds Prior to ten (10) Days of an Agents or Employees Travel Requires Approval of Chief or Deputy Chief, Finance Division	22 May 1956
#855 ✓	A-117 ✓	Computation of Deductions from Per Diem for Meals and/or Lodging Furnished by the Government without charge to a Traveler (Deduction on total per diem a traveler entitled for the day 0001 through 2400)	22 May 1956
#856 ✓	A-118 ✓	Preparation of Dispatches	22 May 1956
#857 ✓	A-119 ✓	Receipts for Allowable Expenditures	28 May 1956
#867 ✓	A-120 ✓	Processing of T/A's - Incoming	27 June 1956
#868 ✓	A-121 ✓	Numbering of Posting Vouchers - Effective 1 July 1956 beginning with 000001	21 June 1956
#873 ✓	A-122 ✓	Establishing Due Dates on Transfer Authorizations- Due Dates will be established three (3) months from date of T/A (Ref: FDN #733)	9 July 1956
#874 ✓	A-123 ✓	Collection of Salary, Allowance, Differential, etc. Overpayments	12 July 1956
#875 ✓	A-124 ✓	Deductions from Final Payments Made on Behalf of Deceased Agency Personnel	19 July 1956

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Approved For Release 2001/08/29 : CIA-RDP78-05747A000700030001-9

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Attachment "A"
Finance Division Notice #2
19 November 1957

Former FDN No.	Revised FDN No.	Subject Matter	Original Date of Notice
#885 ✓	A-125 ✓	<div style="background-color: black; width: 400px; height: 1.2em; margin-bottom: 0.5em;"></div> Regarding Transportation of Unaccompanied Baggage (Modes of Transportation Used: If travel by alternate modes, and travel is performed by air for all or any portion of the trip - 100 lbs. may be by air express or freight)	15 August 1956
#886 ✓	A-126 ✓	Accounting for Confidential Funds - Philosophy with respect to the use of funds from persons or activities not controlled by this Agency	28 August 1956
#887 ✓	A-127 ✓	Per Diem - Travel Between U. S. and Foreign Localities	13 September 1956
#892 ✓	A-128 ✓	Minutes of Deputy Director (Support) Staff Meeting - 22 August 1956 (DIOI furnished copy of everything going to DIOI)	13 September 1956
#893 ✓	A-129 ✓	Coordination of Correspondence (Between Class "A" - coordinate with Accounts Branch : Class "B" - Coordinate with O&L)	13 September 1956
#894 —	A-130	Request for Information Regarding Shortages in Accounts of Agency Activities (Chief, Audit Staff be advised immediately - notice signed by Chief, Finance Division)	18 September 1956
#895 ✓	A-131 ✓	a. Payment of Storage of Personal Effects; Personnel Assigned to Non-Emergency Areas b. Payment of Dependents Travel Expenses; Travel to U. S. for Education	18 September 1956
#896 ✓	A-132 ✓	Annual Leave (POA - not to exceed cost by common carrier - see Comp. Inst. on this Subj.)	25 September 1956
#897 ✓	A-133 ✓	<div style="background-color: black; width: 80px; height: 1.2em; display: inline-block; vertical-align: middle;"></div> Storage of HHE and Travel for Education of Dependents	25 September 1956
#898 ✓	A-134 ✓	Proprietary Accounts Branch now Section of Accounts Branch	26 September 1956

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Attachment "A"
Finance Division Notice #2
19 November 1957

<u>Former FDN No.</u>	<u>Revised FDN No.</u>	<u>Subject Matter</u>	<u>Original Date of Notice</u>
#682 ✓	A-135 ✓	Funds - Hold for Separate Release	7 December 1954
#683 ✓	A-136 ✓	Liquidation of Reserve Funds (Treatment of Premiums Paid on Securities)	7 December 1954
#712 ✓	A-137 ✓	DD/S Delegations of Authority to SSA/DDS	23 March 1955
#799 ✓	A-138	SOVMAT Procurement	14 December '55

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19 November 1956

FINANCE DIVISION NOTICE NO. 1

SUBJECT: Finance Division Issuances

1. Finance Division Operating Procedure 5-130 (Revised 7 November 1956) established a system of intra-Division issuances to disseminate to the various elements of the Division information necessary for the proper discharge of responsibilities and performance of duties. Information of general interest but not directly related to the functions of the Division will be disseminated in the form of unnumbered memoranda addressed appropriately. This is the first of the Notices to be issued in the new series.

2. The ^{principal} principle change incorporated into the revised Finance Division Operating Procedure 5-130 is the establishment of a new series of issuances, the "Delegations of Authority." The purpose of the change was to remove from the "Finance Division Notices" those items which are not of universal interest throughout the Division and which undergo frequent changes. Each component of the Finance Division is responsible for the maintenance of a current record of delegated authorities within the Agency components being serviced by them. Individual issues of "Delegations of Authority" need be retained in the files only so long as they are applicable. By removing those which are obsolete it should be possible to considerably reduce the size of the files presently being maintained in most offices. It is noted, however, that these issuances will not be related by reference to all previous issuances concerning the same Agency component. Recipients of "Delegations of Authority" may, in their discretion, retain or destroy those concerning Agency components with which they have no relationship. The original delegations of authority and the signature cards will be filed in the appropriate Certifying Section of the Operations and Liaison Branch.

3. In the near future a comprehensive listing of all currently effective delegations of authority will be issued. This document will automatically rescind all previous Finance Division Notices on this subject, and they may be removed from the files. The listing will not, however, rescind the earlier Notices by number and date.

4. All of the old-issue Finance Division Notices, other than those pertaining to delegations of authority, will remain in effect until rescinded or modified. An early review will be made of those still effective, and one of the following courses will be taken with respect to each:

- a. Those which are still applicable will be retained in their present form and incorporated into the new series. Holders will be advised by Notice of the numbers which have been assigned to those so retained.
- b. Those which are still pertinent but which require amendment or modification will be re-written and re-issued in the new series, with the original being rescinded.

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DOC	REV DATE	BY	018995
ORIG COMP	38	TYPE	11
ORIG CLASS	5	REV CLASS	11
JUST		AUTH	HR 10-2

- c. Those which are obsolete will be rescinded outright.

In order to achieve modernization of the old series as rapidly as possible, it is requested that the Chief of each Branch, or his designee, review existing Notices and submit recommendations respecting the rescission, modification, or retention of those in which he has the principle interest. Recommendations should be submitted to the Deputy Chief, Finance Division, and should be routed through other Branches for comment when appropriate. The initial review should be completed by 7 December 1956.

5. Chiefs of Branches may request the issuance of Finance Division Notices concerning matters falling within their jurisdiction. Such requests should be accompanied by a draft of the proposed Notice, and should take into consideration the following points:

- a. Where the authority for the action or policy under consideration is derived from a superior Agency issuance (Regulation, CFR, Memorandum, etc.), this authority shall be referenced in the Notice. If in the form of a memorandum which did not receive general distribution, a copy of the authority should be included in the proposed Notice as an attachment.
- b. Coordination or concurrence of other components of the Agency, both within and without the Finance Division, should be noted if obtained.
- c. If the proposed Notice represents an amendment or a revision to a previous Notice, it is the responsibility of the originator to provide for the rescission of the earlier issuance. (See Paragraph 6, immediately below.)

6. In issuing Notices which pertain to matters covered in previous issuances, the new Notice will normally be assigned the same number as was assigned in the earlier issuance, and will bear the designation "Revised", and the date of revision. This will facilitate the maintenance of an index in that holders will not be faced with frequent changes and will not have to make reference to multiple documents relating to the same subject. It is desirable, therefore, that revisions be in the form of re-issuance of the entire notice rather than an amendment except in those instances where the change consists of minor additions or deletions. Inasmuch as most Notices are relatively short, this imposes no burden on the originator.

7. If Notices are issued to cover a given situation for a limited period of time, an expiration date should be placed below the security classification or included in the first paragraph of the text. An example would be a Notice covering a subject which is confined to a single fiscal year, or the expression of a policy which is intended as an interim guidance pending the publication of a superior Agency issuance.

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